

**MINUTES OF REGULAR MEETING OF THE
OKANAGAN COLLEGE BOARD OF GOVERNORS
Open Session**

**Tuesday, April 25, 2006, 12:00 p.m.
Room B103, Kelowna Campus**

Approved May 23, 2006

Members Present: N. Embree, J. Hamilton
J. Shaw
B. Hughes
J. Lister
J. Perrino
T. Tischik
D. Forbes
N. Brighthouse Warren
M. Conlin
A. March
A. Cossentine

Absent: P. Johnson
A. Tozer

Board Secretary: L. Le Gallee

Vice Presidents: K. Burt
A. Hay
S. Koehle

Directors: A. Coyle

Official Observers: C. McRobb, BCGEU Vocational Instructor
J. Pugsley, OC Faculty Association
J. Yacheson, Administrators Association

Absent: G. Fjetland, BCGEU Support Staff
Kalamalka Student Association

Guests: K. Butler, S. Tuck, T. Tuck
C Kushner, JP Squires, J. Smith, R. Winslade
P. Barbosa, Students: J. Degenhart, P. Therrien, C. Zeretski, L.
Henderson

There being a quorum present, the Chair called the meeting to order at 12:35 p.m.

N. Embree presented the Fred Macklin Memorial Award to S. Tuck as he was unable to attend the Kelowna Civic Awards and J. Hamilton accepted it on his behalf the previous week.

The guests were welcomed and introduced.

1. APPROVAL OF AGENDA

Motion: D. Forbes/E. Brighthouse-Warren

“BE IT RESOLVED THAT the April 25, 2006, OC Board open session meeting agenda is approved”

2. APPROVAL OF MINUTES - March 28, 2006 **CARRIED**

Motion: B. Hughes/A. March

“BE IT RESOLVED THAT the March 28, 2006, open minutes are approved.”

CARRIED

K. Butler, T. Tuck and S. Tuck left the meeting

3. BUSINESS ARISING FROM THE MINUTES

4. PRESENTATIONS/DELEGATIONS

4.1 Continuing Studies (C. Kushner)

C. Kushner stated that CS develops an education plan for each region with some goals being pan institutional. In the production of the plan, C. Kushner meets regularly with program administrators to discuss labour market needs and joint marketing plans.

A difficulty faced in the past few years has been the registration system. A new system is being worked on, however, further study and additional options are needed. Currently each centre has their own stand alone system and this inhibits cooperation to maximize opportunities in each region as CS is often the first point of opportunity for students at the institution.

A number of questions were received by email. C. Kushner answered them as follows:

Q: Are CS activities that contribute to the FTE production given any base funding?

A: CS does not receive a subsidy into each budget area with exception of Distance Education. In the past a subsidy was received from OUC. OC provides subsidies to the centres (Oliver and Summerland, Vernon partial subsidy; Revelstoke receives their lease payment from the Ministry)

Q: Does CS contribute a set amount of money towards administration of the college as a whole? Do all budget units contribute equally and how much does CS contribute?

A: Historically, in the past contributions were based on 20%, a number of years ago the institution received a grant based on CS FTEs. A committee has been established with K. Burt to review ways of generating revenue.

Q: In measuring the success and performance of the CS portfolio by region is there any data available that compares the size of the regions, population base, demographics, economics etc?

A: One of the things C. Kushner has been working on is a CS centre analysis that gives a breakdown on staffing, population, enrolment numbers, and revenue. A lot of this data is in the environmental scan from H. Stewart. The intent is to have this information compiled in the near future.

Q: What is the rationale used in opening/closing and reducing hours of operations in the smaller centres?

A: The rationale for the two closings (Princeton and Westbank) that C. Kushner has been a part of have been cost related as CS runs on a cost recovery basis. These decisions were made after much consultation with the community and were not quick decisions but were purely business decisions.

Q: Was there any money saved in reducing the hours of operations in the Summerland and Oliver centres and has reducing those hours decreased activities in those centres?

A: Some money was saved based in terms of staffing, utilities and miscellaneous costs. C. Kushner did not have the exact figures with her, but stated she would be willing to provide them if needed.

Q: Why was the Armstrong centre closed? Did we have to buy out the lease costs?

A: This closure was for business reasons. There was very little activity in this operation. C. Kushner stated she would confirm that OC did not need to buy out the lease.

Q: If the Canada Service contracts were removed from the Salmon Arm/Revelstoke region what is the budget in that region?

A: The budget for contracts runs about \$1.3 million, the remaining activity for Revelstoke is about \$100,000 with expenses at \$66,000. Salmon Arm is at \$550,000 with expenses at \$375,000, net is \$200,000 after expenses are paid.

Q: Three regions Shuswap/Revelstoke, North Region, and Central all have CS managers. Are they fulltime or part time? The South region does not have a manager but there is a budget request for a part time manager this year. What role has the lack of a CS manager in that region had in the smaller budget and subsidy to that region? How much is that subsidy?

A: Managers in all the regions are fulltime, R. Mohr is currently A/Regional Dean as well. In Salmon Arm and Kelowna they carry program loads as well as management responsibilities. In the South there currently isn't a manager in place and that has resulted in a lack of day to day supervision, but now that D. Lomas has been hired she is providing direction now. She hopes to have a part time manager for the responsibilities. This position would deal with CS and other issues in the region, there is a question as to whether they will carry a program load as well. CS is based on market and student demand, some regions have smaller markets, and, Kelowna has more competition.

Q: Is the delivery of CS throughout the college done in an equitable way?

A: CS is always looking at how to become more efficient (reach more people, be better at what we do)

Q: Do we need to examine the model and make any changes? Do any BC colleges that deliver CS do so in any other way than cost recovery? Do all colleges offer CS?

A: C. Kushner stated she did not have the exact data that would answer this question, but would be willing to forward it at a later date. The majority of colleges offer CS on a cost recovery basis. Twenty four colleges, including OC, are a member of Deans and Directors for Continuing Education and Contract Training Alliance. C. Kushner chairs this group and would be willing to have this discussion with her colleagues. C. Kushner is aware of one institution that no longer offers CS because it was not economically viable for their institution.

Further questions raised were:

Q: How is it determined if a program falls under CS or another department at OC (such as Trades, Horticulture, or Office Administration)

A: Horticulture was offered through CS before it became an apprentice program. Discussions occur on how best to market CS programs and trades. Business has determined that CS will be the arm that provides Business related training on a cost recovery basis.

If there is a market need in the community, the first step is consultation with the academic department regarding the need. Large amount of consultation has occurred to discuss revenue generating opportunities; this is done with a contact person in each Portfolio.

A member stated her concern that as CS is the first contact with the college for some students it should be noted that OC does not provide any base funding to them. K. Burt stated that OC provides full support with finances, and hiring of contract employees. CS has a budget of \$6.5 million and OC provides 20% of that as support.

A member asked if there have been any investments in webcasting. C. Kushner replied opportunities are available for Distance Education and online courses. As well, CS is working with a group in Keremeos to begin offering educational opportunities to provide worldwide. Currently in that subject area only a Winery Assistant course is in DE format. When considering this format, it comes down to ease of development of the program and cost (time and money). Distance is a more difficult way to learn, but the need is increasing.

CS is marketed aggressively. Marketing is done in a coordinated effort with Co-op, and with International. Joint programming has been offered with them as in the ESL Travel Tourism Program. C. Kushner stated that they also actively work with the Okanagan Institution for Retirement to establish programs for the senior market.

5. REPORTS

5.1 Chair Report (N. Embree)

The Board Chair noted that B. Hughes will be attending the Penticton Chamber meeting tomorrow with J. Hamilton and A. Coyle. This is the beginning of the "OC Roadshow". A schedule of future Chamber and Council meetings in each community will be forwarded to Regional Deans and Board members weekly.

N. Embree, A. Tozer, M. Conlin and A. March will be attended ACCC in Calgary at the end of May, as well, possibility J. Shaw.

Additional news clippings were made available at the meeting. Currently, the monthly clippings are sent out with the agenda, with the most recent ones available at the Board meeting. A. Coyle is looking at possibly posting these on the website, but until this is available they will be distributed in hard copy.

5.2 President's Report (J. Hamilton)

The "Green Campus" report was distributed at table

Last week was a banner week with the opening of the Penno Road facility. The Minister was unable to attend but sent a letter of congratulations noting Trades' achievements at OC. J. Hamilton recognized the Trades portfolio and the work that went into manifesting the vision of a facility such as this.

Other noteworthy items included: the Home for Learning project. With the sale of this property, there will be up to \$100,000 profit that will go into Trades programming costs and scholarships.

He congratulated the Business students on a successful competition.

5.3 Education Council (A. Cossentine)

Council has been very busy, meeting twice this month to approve a large volume of proposals. The Criminal and Social Justice Diploma completed its posting on the on the PSIPS website and has only received one comment. That comment was in support of the proposal. The program developers have also receive separate communication from the faculty member responsible for

transfer into the SFU criminology program to indicate that the SCJ program would transfer to SFU.

The Tributes Committee has begun meeting and are developing awards criteria. The Committee will be asking for assistance in locating nominees. As convocation is June 3rd these nominees will need to be approved in time to be honoured this spring. This approval may need to be delegated to the Board Executive if not ready for submission for the May 23rd meeting. So the full Board is aware of the nominees, these could be circulated by password protected email or be dealt with during an in camera teleconference.

5.4 Finance and Audit Committee (J. Shaw)

The Committee met April 19th at the Penno Road facility to review the budget and tuition.

5.5 Campus Planning Committee (M. Conlin)

This Committee has met twice so far. Both meetings have been focused on the Terms of Reference. The April 19th meeting was at Penno Road at which time the Committee toured the facility, as well, as discussed ongoing projects, and how the Committee would deal with the Master Plan in the coming months.

5.6 Governance Committee (J. Lister)

Governance is focusing on a succession plan for member's renewal and replacement. This plan will need to be filed with the Board Resourcing and Development office once complete.

5.7 BCGEU Support (G. Fjetland) – absent- no report

5.8 BCGEU Vocational Instructors (C. McRobb)

The Vocational Instructors are proud to have Penno Road under their umbrella. C. McRobb congratulated all those involved in making the reception at the Home for Learning in Kettle Valley a success.

The Collective Agreement is in print and ready for distribution to members.

A concern with regard to student life at Penno Road and those satellite campuses with revolving trades programs was raised by a Board member.

J. Hamilton stated that this is an issue the OCSU and KCSA will need to address in concert with Russ Winslade's department.

5.9 Faculty Association (J. Pugsley)

Members are fully involved and informed of the Collective Agreement. Two of the members of the Executive are working with D. Fallis and P. Beckmann to get the agreement into print.

He stated he would like to thank the College side of the team for their work: he thanked N. Embree for the cards that were sent.

OCFA is having their first general meeting at the Kalamalka Campus this Friday afternoon, officers will be elected.

5.10 Administrators Association (J. Yacheson)

The Administration Association will work on policies once the new HR director is hired. As well, the Association has committed to meet with the President on a regular basis.

**5.11 Student Associations – Kalamalka – absent
OCSU –P. Barbosa**

P Barbosa gave the report in absence of D. Loubers. The OCSU represents 85% of the students at OC. Some of the services provided are tutor registry, assistance on grade appeals, assisting in obtaining affordable air fare and discount services in the community, as well, as planning events on campus, and offering lost and found on campus.

OCSU continues to work with administration at OC. Provincially, CFS (Canadian Federation of Students) works with the province to cap tuition fees and to encourage that the promised 25,000 spaces are fully funded.

OCSU has some concerns at OC. Primarily, decentralized registration and departmental separation. The Union is working towards better student space in Penticton this summer; OUC set aside funds for this work.

The students are very excited that tuition fees will remain the same as last year.

A question was raised from the students with regard to how students from out of province qualify for scholarships and bursaries. R. Winslade stated that a different formula is used for this student group. He committed to talking to S. Gould to encourage the Ministry to change the criteria.

The students are working with the City of Kelowna to develop a better infrastructure system (lighting, transportation /transit schedules).

6. NEW BUSINESS/RESOLUTIONS

6.1 Education Council Approvals (A. Cossentine)

6.1.1 Proposal for New Diploma

Motion: A. Cossentine/J. Lister

"BE IT RESOLVED THAT the Board approve the new Criminal and Social Justice Diploma, as recommended by Education Council"

This program is based on existing arts programming.

CARRIED

6.1.2 Proposal to Revise Admission Requirements for the CIS Diploma

Motion: A. Cossentine/D. Forbes

"BE IT RESOLVED THAT the Board approve the revised admission requirements for the Computer Information Systems Diploma and Bachelor of Computer Information Systems Degree, as recommended by Education Council".

CARRIED

6.1.3 Proposal to Delete Continuing Studies Certificate Programs

Motion: A. Cossentine/N. Brighthouse Warren

BE IT RESOLVED THAT the Board approve the deletion of the Continuing Studies certificate programs: Advanced AutoCAD - GIS Focus, Commercial Creative Writing, Computer Graphics, Computer Technical Support, Database, Farm Management, Manufacturing Management, Software Systems Support, Travel Counselor, as recommended by Education Council".

These programs are not meeting a market need, programs continually need to be updated and new programs created.

If a similar program were required, it would need to be submitted to Education Council for approval and the old content would need to be revised.

CARRIED

6.2 Scholarships and Bursaries (S. Koehle)

At the March 25th retreat the Board reviewed the Key Directions and the issue of fund utilization was raised. S. Koehle committed to giving the Board a more thorough update regularly.

A member questioned if the College provides wage subsidies for those who carry student loans. R. Winslade stated that he is not aware of that type of program. He committed to sitting down with S. Gould to review this.

In the past unspent funds fell to the bottom line and then were replenished the following year. OC plans this year is to carry forward these funds and make them available to student financial awards. R. Winslade stated that all the money will be spent this year as Student Services has a number of initiatives to promote it this year.

A member questioned if there is a limit to the emergency loans. R. Winslade stated he thought each student was entitled to \$800 if the need was expressed, but each situation is reviewed.

C. McRobb, J. Pugsley, and C. Zeretski left the meeting

6.3 OC Budget (K. Burt)

Motion: J. Shaw/N. Brighthouse Warren

"BE IT RESOLVED THAT tuition fees for 2006-07 remain the same as 2005-06 tuition fees".

Motion: J. Shaw/D. Forbes

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the recommended 2006-07 Budget of \$71,264, 717".

J. Shaw stated the 2006-2007 budget is a balanced budget with an ongoing structural deficit of \$1.3 million this year. It reflects an increase of \$1.65 million in government funding which includes 190 new FTE's funded @ \$7400 per FTE. Additional funds in the amount of \$869,000 were received to address inflationary costs. On the expenditure side new growth money will be spent on our rotating trades programs, expansion of arts programming throughout the regions, new criminal and social justice program in Penticton and expansion of business courses in the 3rd and 4th year levels. The budget supports our Key Directions specifically by supporting the four regions of equal value, student success, employment development and improved facilities. The budget

also reflects no increase in tuition rates and the continued support of student scholarships and bursaries of \$500,000 or 1% of the annual operating budget.

J. Hamilton stated that this is a good news budget; able to meet OC's target from last year, as well as contains a 5 year plan to retire the structural deficit.

190 new FTEs have been generated through program development throughout all four regions. Administration would have liked to recommend that a number of support services receive funding this year, however, these may still receive consideration if one time funds become available.

J. Hamilton thanked K. Burt, his staff, the Leadership Team and Education Council for their contribution to the development of this budget.

**CARRIED
CARRIED**

6.3.1 Tuition Fee Consultation Discussions (K. Burt)

The consultation team visited all centres to meet with students. Issues raised included the fact that OC's fees are high compared to some other colleges, as well as, students questioned how other fees were being spent (technology fees, student fees). A method is being developed to communicate the additional fees and the break down of them on the OC website.

A student member stated his appreciation for the process that was engaged.

In response to a concern raised, M. Conlin stated that the Finance Committee discussed tuition in relation to the rate of inflation and the consensus was that tuition should remain the same this year, but this issue would be reviewed with the same diligence next year.

6.3.2 Collection of Student Fees

Motion: M. Conlin/J. Lister

"BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2006/07 on behalf of the Okanagan College Student Union and the Kalamalka Student Association as outlined in the letters to the OC President that are included in the agenda".

R. Winslade stated that the Kalamalka Association and the Student Union have satisfied the criteria that the Ministry sets out and their financial statements are available to their membership.

CARRIED

7. TOPICS FOR NEXT MEETING

8. OTHER BUSINESS

9. DATE OF NEXT MEETING May 23, 2006, Kelowna

10. ADJOURNMENT

The meeting adjourned at 3:00 p.m.