



**BOARD OF GOVERNORS
REGULAR MEETING
April 26 2011; 8:45 a.m.
E309, Kelowna Campus**

**AGENDA
OPEN SESSION**

	Attachment	Approximate Time
1 APPROVAL OF AGENDA <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the April 26, 2011, OC Board open session meeting agenda is approved"</i>		8:45 a.m.
2 DECLARATION OF CONFLICT		
3 PRESENTATIONS/DELEGATIONS		8:47 a.m.
3.1 2011/12 Okanagan College Budget (B. Eby) a) Comments from Chair, Education Council (R. Gee)	A	
<u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an operating budget of \$92,953,680 for 2011/12 as presented"</i>		
3.2 ITA Training Plan (A. Hay) <u>Recommended Motion</u> <i>"BE IT RESOLVED that the Board of Governors approve the ITA Training Plan as presented"</i>	B	9:05 a.m.
3.3 Annual Programming Plan (A. Hay) <u>Recommended Motion</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Annual Programming Plan for 2011/12 as presented"</i>	C	9:07 a.m.
3.4 Education Council (R. Gee) Program Approvals <u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Human Service Work Diploma as recommended by Education Council and as presented here"</i>	D	9:10 a.m.

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Water Engineering Technology Diploma as recommended by Education Council and as presented here”

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Teaching English as a Second Language Certificate as recommended by Education Council and as presented here”

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Community Brain Injury Services Certificate as recommended by Education Council and as presented here”

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program Green Building Design and Construction Certificate as recommended by Education Council and as presented here”

4 **ADJOURNMENT**

9:15 a.m.



Submission of Information from Senior Staff to the Board of Governors

Report Title:	Budget Recommendation Memo
Date:	April 14, 2011
Background Information: Information could include: <ul style="list-style-type: none"> • Purpose • History • Other relevant information 	The following Budget Documents are attached <ol style="list-style-type: none"> 1. Public Budget Document <ol style="list-style-type: none"> a. Budget memo b. Recommended Budget c. Recommended Initiatives
Action Required: <ul style="list-style-type: none"> • For consultation • For information • For approval (including resolution) 	In the public meeting <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an operating budget of \$92,953,680 for 2011/12 as recommended”.</i>
Comments from the President:	Agree
Report prepared and supported by:	Bob Eby VP Finance and Administration

OKANAGAN COLLEGE 2011-2012 BUDGET

A. OPERATING BUDGET OVERVIEW

Introduction

Addressing cost pressures continues to be a significant challenge for Okanagan College. Government funding has now been frozen for two years, and in the case of trades training is anticipated to decline by five per cent, while inflation and unfunded wage costs continue to increase. As well, government direction last year requiring us to budget non-cash depreciation, has had a significant carryover impact into this year.

However, continuing strong demand for our services and the capacity built during our rapid expansion in the past few years has allowed the College to develop a positive budget for 2011-2012. Enrolment growth, estimated in 2011 to 2012 to be approximately 5%, along with a careful reallocation of resources, has allowed the College to avoid reductions in programs and services. This budget incorporates a modest increase in programs, accommodates the opening of the Centre of Excellence in Penticton, and addresses a significant number of enhancements to support the continuing delivery of quality education.

Cost Pressures

Continuing impact of Inflation and Unfunded Wage Costs

Inflation continues to present a financial challenge to the Board. Increases in wage costs on the grid (resulting from the significant growth in faculty in recent years) and benefit costs - including an increase in pension costs of \$200,000 - amounted to more than \$1 million. Increases in this area are expected to continue for the next few years and represent the greatest financial challenge facing the College.

Utility costs, software licensing costs and contract service costs which have been held back as a result of the recession, are also projected to increase substantially,

Continued Growth

Enrolments

In 2010-2011 the College experienced significant unanticipated growth in enrolments. Based on application trends that are running as much as 24 per cent ahead of last year and a careful examination of enrolment trends over the past two semesters, the College is predicting another year of growth in enrolments. It is anticipated that this growth will be absorbed for the most part into current course offerings. Growth in tuition revenue as a result of increased

enrolments in 2010-2011 and projected increases in 2011-2012 has to a large extent offset the increase in costs due to inflation. The financial risks lie in the future where the College's capacity to absorb students without increasing costs has lessened, or where growth levels off or declines.

New Programming

The budget includes provision for new programs at Okanagan College that will begin in 2011. The first is a Bachelor of Nursing program offered in conjunction with UBC. Okanagan College will offer the first two years and students will complete the degree at UBC Okanagan. Pending approval funding from of the ITA, the College is planning to offer the Aircraft Maintenance Engineer – Structural License program, and the Domestic/Residential Geothermal Technician program.

Initiatives

The budget process identified close to \$3 million in initiatives to address outstanding concerns and move the College in a positive direction. By incorporating \$440,000 in alternate funding, the College has been able to address more than \$1 million of these initiatives. Details of the initiatives included in the budget can be found in Appendix 2.

Balanced Budget

The budget for 2011-2011 is a balanced budget, and is balanced as well with respect to recurring revenues and expenditures, and one-time revenues and expenditures

Recurring			One Time			Total Net
Revenue	Expenditure	Surplus/Deficit	Revenue	Expenditure	Surplus/Deficit	Surplus/Deficit
\$90,092,363	\$90,091,040	\$1,323	\$2,427,520	\$2,427,589	(\$69)	\$1,254

B. BUDGET DOCUMENTATION

Appendix 1: 2011-2012 Recommended Budget

The recommended budget begins with the approved 2010-2011 budget and details the following adjustments to arrive at the net budget before initiatives.

1. Removal of all one time revenues and expenditures
2. Adjustments for inflation
3. Projections including all known revenue increases and declines and offsetting expenses
4. Budget adjustments as a result of the detailed budget review

The net budget is adjusted by the recommended initiatives to arrive at the recommended budget.

Appendix 2: 2011-2012 Summary of Recommended Initiatives

2011-2012 Recommended Budget

Appendix 1

	2010-11 Budget	One Time Adjustments	Net Opening Budget	Salary and Benefit Adjustments	Mandatory Contractual	Core Adjustments	Earned and Ancillary	Net Budget	Initiatives	2011-12 Budget
Revenues										
Grant Related	47,517,311	(1,586,158)	45,931,153		99,400	2,607,974	173,988	48,812,515		48,812,515
ITA Grant	8,093,384	(150,000)	7,943,384			(269,563)		7,673,821		7,673,821
Program Related	24,206,662	26,966	24,233,628			1,829,301	713,216	26,776,145	189,453	26,965,598
Miscellaneous	1,530,136		1,530,136		31,366	309,238	16,478	1,887,218		1,887,218
Sales & Service	4,711,885		4,711,885			0	(149,301)	4,562,584		4,562,584
Deferred Capital Contribution	2,843,236		2,843,236			209,962		3,053,198		3,053,198
Total Revenues	88,902,614	(1,709,192)	87,193,422	0	130,766	4,686,912	754,381	92,765,481	189,453	92,954,934
Expenditures										
Salary and Benefits	62,340,700	(346,575)	61,994,125	1,074,811	381,499	556,401	234,818	64,241,654	661,317	64,902,971
Staff Development	324,977	5,963	330,940	11,221		(11,862)				0
Fees & Services	4,596,281	(12,020)	4,584,261	(19,458)	151,302	(193,413)	36,176	4,558,868	70,200	4,629,068
Communications	458,521	(1,000)	457,521			(5,982)	(14,654)	436,885		436,885
Repairs & Rentals	3,674,139	(873,485)	2,800,654	(6,500)	150,324	849,666	7,741	3,801,885		3,801,885
Travel	1,882,485	(6,950)	1,875,535	8,178	(14,533)	59,357	(32,296)	1,896,241	13,800	1,910,041
Advertising & Promotion	648,958	12,000	660,958		8,000	16,350	24,435	709,743	10,000	719,743
Utilities	1,271,222		1,271,222		60,194	17,512	2,264	1,351,192		1,351,192
Materials for Resale	2,861,286		2,861,286			0	5,480	2,866,766		2,866,766
Materials General	6,242,748	15,849	6,258,597		7,976	1,021,152	53,678	7,341,403	82,458	7,423,861
Depreciation - Capital Assets	4,697,044		4,697,044			214,224		4,911,268		4,911,268
Total Expenditures	88,998,361	(1,206,218)	87,792,143	1,068,252	744,762	2,523,405	317,642	92,115,905	837,775	92,953,680
Surplus/(Deficit)	(95,747)	(502,974)	(598,721)	(1,068,252)	(613,996)	2,163,507	436,739	649,576	(648,322)	1,254

2011-2012 SUMMARY OF RECOMMENDED INITIATIVES

Department	Cost	Alternate	Recommended		Brief Description
			Recurring	One time	
Cost Savings					
Business		-79,316	-79,316		Eliminate 1.0 FTE vacant Business Administration faculty position
Continuing Studies - Shuswap		-95,318	-95,318		Eliminate vacant 1.0 FTE Manager position
Continuing Studies - South		-47,659	-47,659		Eliminate vacant .5 FTE Manager position
Public Affairs		-17,380	-17,380		Reorganization in Public affairs
Science Tech and Health		-15,600	-15,600		Reduce budget for removal of 10 vacant FTE student spaces
Health and Safety					
Ancillary & Business Services	600		600		Contracted hearing and respiratory testing
Ancillary & Business Services	13,300		13,300		Health and Safety Training / Emergency training
Contractual					
Arts & Foundational	115,735		115,195	540	Potential faculty conversions
Science Tech and Health	4,891		4,891		MOA for alternate physics course delivery in Salmon Arm & Vernon
Operational Imperatives					
Arts & Foundational	119,538		119,448	90	Second Associate Dean 1.0 FTE
Arts & Foundational	4,936		4,936		Increase AACP Chair Replacement by 80 hours
Continuing Studies - Shuswap	106,050	-86,250	-10,700	30,500	.5 FTE continuing Program Administrator position
Financial Services	29,015		28,140	875	.57140 FTE continuing Accounts Payable Clerk
Financial Services	15,428		15,428		Programming support to build accts receivable, forecast & variance analysis and program costing reporting systems.
IT Services	62,702		62,612	90	Add 1.0 FTE Network Services Coordinator
IT Services	39,694		39,604	90	Add 1.0 FTE new Programmer partially funded by current budget
IT Services	26,970		26,970		Replenish portfolio laptop inventories
Organizational Restructure	150,000		150,000		Administrative restructuring - cost placeholder
Registrar's Office	40,000		40,000		INFOSILEM scheduling program - Continuation of Implementation / training
Science Tech and Health	2,393		2,393		Lab Technician support for post semester short courses.
Trades & Apprenticeship	25,501		24,626	875	New .5714 FTE Classroom/Shop Assistant position - South Okanagan Centre of Excellence
VP Education	20,000		20,000		Central Program Development Fund
Key Directions					
Arts & Foundational	19,700		19,700		One time support to deliver 4 sections of AACP courses at the Community & Wellness Centre with Westbank First Nation
Arts & Foundational	17,568		17,568		Funding to maintain term sections AACP in Salmon Arm, Revelstoke and Penticton
Arts & Foundational					Additional sections of English 100 to address if demand exceeds capacity to be covered by increased tuition.
Arts & Foundational					Increase ASE Coordinators Penticton, Vernon & Salmon Arm from 40 to 41 wks and Kelowna from 40 to 42 wks - offset by other wage budgets.
Business	81,337	-71,318	10,019		Add third section Office Admin (10 month program) Kelowna
Library Services					Convert 3 auxiliary support staff to 3 continuing PT sessional Clerk III positions - Penticton, Salmon Arm, Vernon - fund from non-continuing salary budget
Library Services	17,686		17,686		Increase non-continuing faculty librarian hours to address student and instructor demands
Library Services - Salmon Arm	4,872		4,872		Increase access to Salmon Arm library during the summer
Registrar's Office	35,041		35,041		Add .4 FTE continuing position Transition Manager.
Registrar's Office	32,765		32,765		Continung Banner CRM implementation - one time tech V support
Registrar's Office					Transfer supervision of Promotion/Recruitment from Public Affairs to Registrar's Office
Science Tech and Health	20,128	-31,885	-16,757	5,000	Expand Human Kinetics Penticton Campus - increase 1st yr intake by 10 FTE to 40
Science Tech and Health	11,160		11,160		Add Biology labs Vernon and Kelowna - contingent upon enrolment
VP Education	7,564		7,564		Instruction for Institute of Learning and Teaching courses
Support					
Arts & Foundational	40,000		40,000		Articulation costs and increased supply costs due to growth
International Ed	4,045		4,045		Convert 1.0 FTE non -continuing administrative Marketing Recruitment Specialist - Caribbean to continuing position
International Ed	15,000		15,000		Non-continuing administrative salary and benefits to investigate new areas of marketing, social media and domestic marketing.
Regional Dean South					Reclassification of continuing position from Clerk III to Clerk IV - funded by non continuing salary budget
Regional Dean South	9,429		9,429		Continuing Studies / Campus Administration Clerical reorganization - Penticton
	1,093,048	-444,726	379,094	269,228	



Submission of Information from Senior Staff to the Board of Governors

Report Title:	
Date:	2011-04-18
Background Information: Information could include: <ul style="list-style-type: none">• Purpose• History• Other relevant information	ITA Training Plan
Action Required: <ul style="list-style-type: none">• For consultation• For information• For approval (including resolution)	For approval <i>“BE IT RESOLVED that the Board of Governors approve the ITA Training Plan as presented”</i>
Comments from the President:	
Report prepared and supported by:	Dr. Andrew Hay, P.Eng. Vice President Education

2011-2012 Trades and Apprenticeship Profile

In 2010-2011 Okanagan College received approval from the Industry Training Authority (ITA) to offer 148 apprenticeship intakes. 12 apprenticeship intakes were cancelled due to a decrease in student demand reducing our actual apprenticeship intakes to 136. However, due to an increased demand for some foundation programs funds were transferred from the undersubscribed apprenticeship programs to accommodate the additional student demand. One additional intake was offered in Refrigeration and Air Conditioning Mechanic, Automotive Service Technician, Electrical Pre-apprenticeship, and Heavy Duty/Commercial Transport Mechanic.

As shown in Figure 1, enrollment and training weeks for Apprenticeship Programs steadily grew since 2003, but the economic downturn of recent years has resulted in the decline evident in 2010.

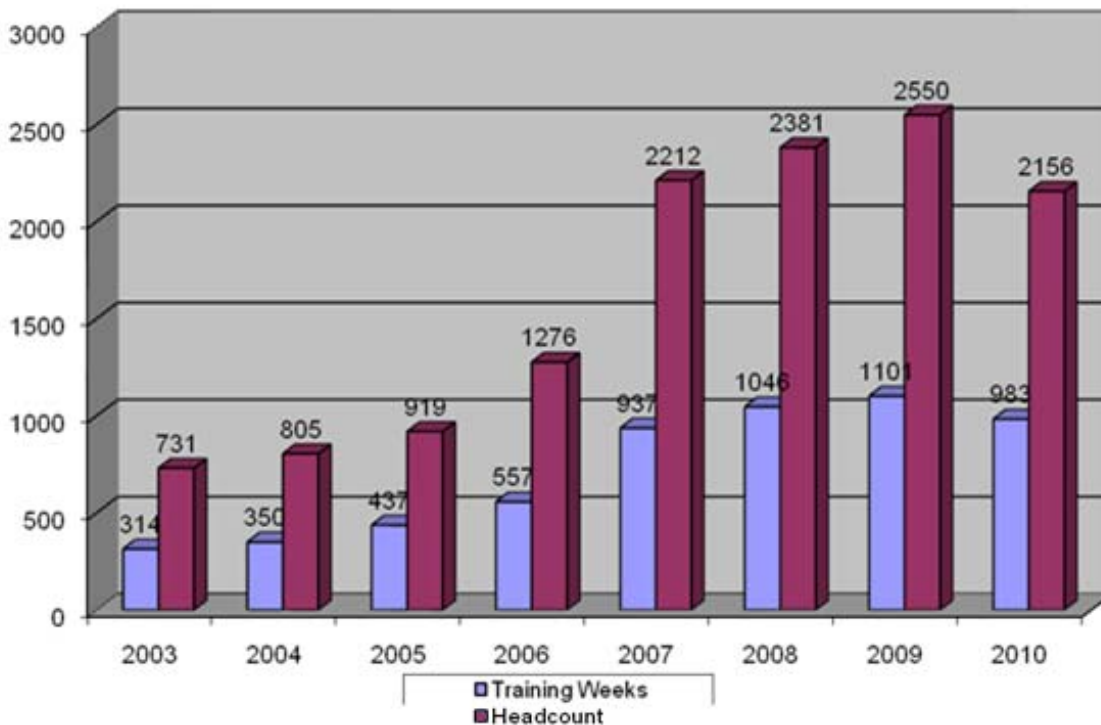


Figure 1: Okanagan College Apprenticeship Growth

Apprenticeship classes are primarily offered at the Kelowna campuses at KLO Road, Penno Road, and Acland Road. A few apprenticeship intakes are offered in Penticton (Electrical, Refrigeration and Domestic Gas fitter and Domestic Geothermal) and Salmon Arm (Carpentry).

Figure 2 illustrates the continual growth of Foundation programs. The year to year growth has averaged 13%, and as expected grew quite sharply over the past year due to the changes in employment opportunities. Simply put, when the economy is slow, it is harder for students to enter training as apprentices, so there is a stronger demand for Foundation programs. This is because apprenticeship training requires the student to have employment in the trade prior to program entry, whereas Foundation training bridges that initial gap by providing a longer period of hands-on training in the institution.

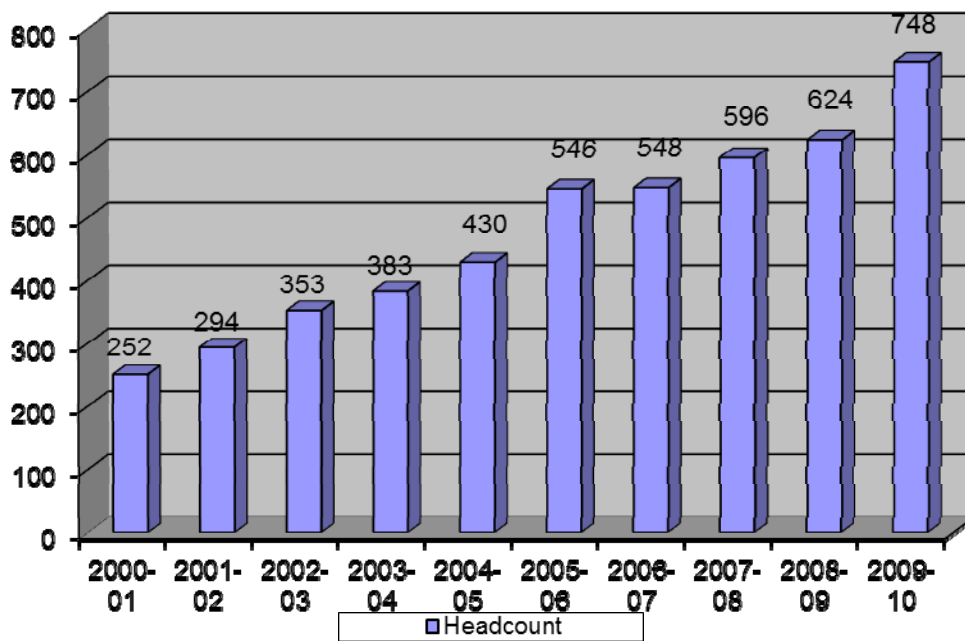


Figure 2: Okanagan College Foundation Programs Growth

Foundation programs are offered in all OC regions with the greatest concentration of programs in Kelowna.

2011-2012 Proposed Trades and Apprenticeship Training Plan

Due to funding reductions at the Ministry level the training plan is based on a 5% reduction of the ITA contribution. As a result, projected apprenticeship intakes have been reduced to 123 from 148 in 2010-2011; Foundation programs for the most part remaining at status quo.

To meet the required 5% reduction, intakes have been reduced in program areas that have been impacted by lower student demand due to the downturn in the economy. These include Apprentice Automotive Service Technician, Apprentice Carpenter, and Apprentice Electrician. The recommendation to discontinue the Apprentice Commercial Transport Vehicle Mechanic and Metal Fabricator programs is based on historically low enrolment in these programs along with consensus amongst the provincial

Deans through the **BC Association of Trades and Technical Administrators. The BCATTA group analyzed the overall provincial situation to ensure all institutions were fairly reducing their intakes, and attempted to balance the provincial capacity across all trades. The principle applied at the provincial table was to focus on programs from a “last in, first out” basis. Both of these apprenticeship programs were fairly new for OC.**

The Foundation Metal Fabricator program was recommended to be removed from the training plan due to historically low enrolment and the discontinuation of apprenticeship training in this area; it would not be logical to maintain just a Foundation level program if we were also not able to offer the Apprenticeship level.

A new addition to the training plan is the Aircraft Maintenance Engineering Structural (AME-S) program. This program was previously offered by BCIT at the Kelowna Airport. BCIT has asked Okanagan College to take this program over from them, and we are negotiating the details for a smooth transition. We have included this program in the training plan in order to secure appropriate funding from the ITA and are recommending that Okanagan College offer this program beginning in February 2012.

The 2011-2012 training plan should accommodate anticipated student demand, but is still subject to funding approval from the ITA.

The following tables summarize the proposed intakes for Apprenticeship Programs and the Foundation programs for 2011-2012.

Table 1: Apprenticeship Programs for 2011-2012

	Proposed Intakes	Change from 10-11 actuals
Automotive Paint	1	0
Automotive Prep	1	0
Automotive Service	9	0
Automotive Collision	3	0
Carpentry	30	-7
Professional Cook (work place)	6	0
Electrical	30	-5
Heavy Duty	7	0
Joiner	5	1
Metal Fabricator	0	-2
Plumbing	16	2
Recreational Vehicle	3	0
Sheet Metal	7	0
Refrigeration	3	0
Domestic Gasfitter	1	0
Commercial Transport	0	-3
Domestic Geothermal	1	1

TOTAL 123 -13

Table 2: Foundation Programs for 2011-2012

	Proposed Intakes	Change from 10-11 actuals
Automotive Collision/Paint	2	0
Automotive Service Tech	3	0
Carpenter	2	0
Electrician	2	0
Heavy Duty/Comm. Trans	2	-1*
Studio Woodworking	1	0
Metal Fabricator	0	0
Plumber	2	0
RV	2	1**
Refrigeration	2	0
Professional Cook (INS)	10	0
Residential Construction	5	0
Aircraft Maintenance Engineering Mechanical (AME-M)	2	0
Aircraft Maintenance Engineering Structural (AME-S)	1	1***
	36	1
Welding B	48 (students)	
Welding A	0 (students)	-12 (students)
Welding C	9 intakes	0

AME-M, AME-S, Welding, Residential Construction and Professional Cook Institution are funded as apprenticeship programs, but considered foundation programs at OC given their length and entry-level nature of training.

*two intakes scheduled in 2010-11, but was increased to three intakes in 2010-2011 to accommodate student demand. Again two intakes scheduled in 2011-12.

** one of two intakes scheduled in 2010-11 were offered due to low student demand. Two intakes are again scheduled in 2011-2012

***This is a new program for OC and is subject to funding.



Submission of Information from Senior Staff to the Board of Governors

Report Title:	
Date:	2011-04-18
Background Information: Information could include: <ul style="list-style-type: none">• Purpose• History• Other relevant information	Annual Programming Plan
Action Required: <ul style="list-style-type: none">• For consultation• For information• For approval (including resolution)	For approval <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Annual Programming Plan for 2011/12 as presented”.</i>
Comments from the President:	
Report prepared and supported by:	Dr. Andrew Hay, P.Eng. Vice President Education

Okanagan College Annual Programming Plan 2011/12

The context for program planning for 2011/12 is somewhat different from previous years for a number of reasons:

- we have been asked to reduce our Trades and Apprenticeship Training Plan based on a 5% reduction in funding from the ITA.
- we are facing a number of budget related challenges that will severely limit our ability to provide any new funds for programming beyond our existing profile.
- we may receive some targeted funds based on a submission from 2009/10 in response to a Ministry request for new Health programming to offer the first two years of the Bachelor of Science in Nursing in partnership with UBC Okanagan.

Another significant change has to do with our planning processes. In the first months of 2011, we will be completing the Long Term Education Plan. Once complete, the Near Term Education Plan and associated Support Plans will be developed to provide well defined directions for programming for the next three years. These plans will provide strong guidance for every unit at Okanagan College in developing the Annual Program Plan as well as unit plans. This should provide enhanced direction and understanding for all units and simplify the unit planning process and associated budgeting. Given this overall situation, the programming plan for 2011/12 is quite constrained. As such the plan is a combination of (a) continuance of current programming, (b) taking advantage of targeted funding opportunities, (c) reducing our Trades and Apprenticeship Training Plan, (d) considering offering some new programming on a cost recovery basis, and (e) considering offering some additional course sections through the proposed budget.

What follows is a compendium of programming that we are seeking to offer for 2011/12.

Listing of Programming that will continue “unchanged” for 2011/12

Arts Programming

- Associate of Arts Degree (Discipline emphases in Communications, Cross-cultural Studies, Economics, English, Environmental Studies, History, Modern Languages French, Modern Languages German, Modern Languages Spanish, Women’s Studies, Philosophy, Philosophy/Politics/Economics, Political Science, Psychology, Sociology)
- Diploma in Environmental Studies (options of Interdisciplinary Environmental Arts, Environmental Management, Environmental Science)
- Diploma in Writing and Publishing (rotates between Vernon and Kelowna)
- Advanced Certificate in Communication
- Diploma in Journalism Studies
- Diploma in Media and Cultural Studies (Kelowna)
- Diploma in Criminal and Social Justice(Penticton)
- Diploma in General Studies

Science Programming

- Associate of Science (Biology, Chemistry, Computer Science, Mathematics and Statistics, Physics & Astronomy – similar profile as 2010/11) (all Campuses)
- Computer Information Systems – diploma and degree
- Human Kinetics (Penticton)
- General Studies diploma

Business Programming

- Commercial Aviation Diploma (partnership with the Southern Interior Flight Center)
- Office Administration certificate programs (all Campuses)
- Bachelor of Business Administration (Kelowna – all years; Vernon – all years, except third and fourth offered on a rotational basis; Penticton – first and second years; Salmon Arm – first and second years)
- Diploma of Business Administration – all campuses

Engineering Technology Programming

- Civil Engineering Technology (Kelowna)
- Electronic Engineering Technology (Kelowna)
- Mechanical Engineering Technology (Kelowna)
- Network & Telecommunications Technology (Kelowna)
- Water Engineering Technology (Kelowna)

Foundational Programming

- Adult Basic Education Programs (Fundamental Level Certificate, Intermediate Level Certificate, Advanced Level Certificate, Provincial Level Diploma)
- Volunteer Tutor Literacy Programs (Penticton, Kelowna, Vernon, Salmon Arm)
- Adult Academic and Career Preparation Distance Education Courses
- Adult Special Education Independent Living Certificates (Basic Skills Certificate A, Basic Skills Certificate B, Advanced Skills Certificate)
- Adult Special Education Preparing for Access to Careers and Education Certificate
- Adult Special Education Supported Access to Modified Education Certificate
- English as a Second Language
- International Education Intensive English Communication Program (Vernon)

- English as a Second Language Intensive Language Development Program (English for Academic Purposes: Kelowna)
- English as a Second Language Part-time English Language Development Program

Health and Social Development Programming

- Early Childhood Education (Kelowna)
- Health Care Assistant (Kelowna (3), Penticton (1), Vernon (1), Salmon Arm (1))
- Practical Nursing (Kelowna (2), Penticton(1), Vernon/Salmon Arm (1))
Note: The Practical Nursing program will increase in length due to the provincial curriculum currently under development in response to additional competencies required for practical nurses. It is anticipated that the program will increase in length from 12 to 16 months and be offered over an 18 month timeframe. There will be budget implications due to the need for additional instructors. The intakes and number of students graduating each year will remain the same provided additional budget can be provided; otherwise intakes and number of graduates each year will be reduced.
- Human Service Work (Kelowna, Salmon Arm)
- Therapy Assistant (Kelowna)
- Certified Dental Assistant (Kelowna)

Trades Apprenticeship Programming

- Automotive Painter
- Automotive Refinishing Prep Tech
- Automotive Service Tech
- Cabinet Maker
- Carpenter
- Domestic/Commercial Gasfitter
- Electrician
- Heavy Duty Equipment Technician
- Motor Vehicle Body Repairer
- Plumber
- Professional Cook
- Recreation Vehicle Technician
- Refrigeration and Air Conditioning Mechanic
- Sheet Metal Worker

Trades Foundation Programming

- Aircraft Maintenance Engineer - Mechanical
- Automotive Collision Repair/Painting and Refinishing
- Automotive Service Technician
- Carpentry/Joinery
- Studio Woodworking
- Culinary Arts
- Electrician Pre-Apprenticeship
- Heavy Duty/Commercial Transport Mechanic
- Plumber Pre-Apprenticeship
- Refrigeration and Air Conditioning Mechanic
- Recreation Vehicle Technician
- Residential Construction

- Welder C, B & A

Trades Diploma Programming

- Advanced Culinary Arts (interdisciplinary with Business)
- Trades Technology Teacher Education (interdisciplinary with Technology)

Trades – Cost Recovery Programming

- Forklift – recertification
- Forklift – 8 hour – some experience
- Forklift – 16 hour – non-experienced
- Airbrakes Theory and Assessment
- Airbrakes Theory only
- ONAN RV Generator Training
- Night School Woodworking: Levels 1, 2, 3 and 4
- Custom Paddle Building
- FSR LO Voltage
- FSR A B C
- Electrical Code Course
- Wiring for the Homeowner
- Private/Commercial Vehicle Inspection
- Carpentry IP Refresher
- Electrical IP Refresher
- RV Gas Certification
- Immaculata High School Woodworking 11/12
- Immaculata High School Foods and Nutrition 12
- Blueprint Reading and Estimating
- Construction Safety Training Systems
- CFC Emissions
- R134a Retrofit procedures
- RV Owners Lifestyle Seminars
- Blacksmithing
- Teen Camps
- Gateway to the Building Trades
- Cross Connection Control examination
- Cross Connection Control refresher course

Continuing Studies - Cost Recovery Certificate programs:

- American Sign Language
- Arc Info Geographical Information Systems
- Audio Engineering and Music Production
- Autism Spectrum
- AutoCAD Skills
- Bartending

- Basic Accounting
- Bookkeeping Bridging
- Career Facilitator
- Community Brain Injury Services
- Computer Basics for Business
- Computer Proficiency for Business
- Custodial Worker
- Dental Office Administrative Assistant
- Education Assistant
- Esthetician
- Floral Design
- Gerontology
- Golf Course Maintenance
- Home Inspection
- Interior Decorating
- Introduction to Office Administration
- Landscape Horticulture
- Management Skills for Supervisors
- Medical Device Reprocessing
- Medical Office Assistant
- Nail Technician
- Nursing Unit Assistant
- Palliative Care
- Pharmacy Technician
- Production & Inventory Management
- Residential Building Drafting Technician
- Simply Accounting
- Special Needs Worker
- Staffing Services Clerk
- Teaching English as a Second Language
- Viticulture
- Wine Sales
- Winery Assistant

In addition to certificate programs, CS will continue to offer a variety of programs and courses in subject areas such as: business, computer skills, health, first aid, languages & communication, horticulture, leisure studies.

Listing of Programming that may be discontinued for 2011/12

Trades Apprenticeship Programming

- Commercial Transport Vehicle Mechanic
- Metal Fabricator

Trades Foundation Programming

- Metal Fabricator

Listing of New Programming initiatives that will not require base OC funding for 2011/12

Programming that AVED or ITA will provide special funding for:

Health and Social Development Programming

- Bachelor of Science in Nursing collaboration with UBC Okanagan for the first two years (funding has recently been confirmed);

Apprenticeship Programs Programming

- AME – S program at the Kelowna Airport (ITA funding being confirmed)
- Domestic/Residential Geothermal Technician (ITA funding being confirmed)

Programming with funding from other sources:

Foundational Programming

- “Supplemental” ESL – directed primarily towards Saudi students and paid for by the Saudi Cultural Bureau (to help Saudi students progress more quickly within the time limitation of their Scholarships)

Trades Foundation Programming

- Women in Trades Training –ITA funded being confirmed

Continuing Studies Certificate programs:

- Employment Skills Access program – year 3 – funding for labour market training.

Programming that can be offered on a cost recovery basis for 2011/12:

Arts Programming

- 3 extra sections of first-year English as determined by student demand.
- Various new sections of Humanities, Social Science, and Interdisciplinary courses to diversify and expand the offerings in the Arts program.

Science Programming

- Expansion of Human Kinetics (additional capacity- Penticton).

Business Programming

- Office Administration is planned to increase from two sections to three sections in Kelowna as Okanagan College has been turning away qualified applicants, subject to budget approval and sufficient space being found on the Kelowna Campus.
- Various new sections of Business Administration to respond to increased demand (anticipate five to ten based on increased applications and retention)

Engineering Programming

- Electronic Engineering Bridge program with UBC Okanagan.

Trades

- Welding IP Refresher
- Equipment Operator (Welding/Steel Fabricating)
- Residential Solar Hot Water System Installer Course
- Residential Solar Hot Water System Designer
- Commercial Solar Hot Water System Installer
- Commercial Solar Hot Water System Designer
- Safety for Solar Installers
- Photovoltaic residential & Small Commercial Grid Connect Design and Installation (for electricians)
- Photovoltaic Farm Systems (Large System Design and Installation)
- Photovoltaic Remote Off-Grid Battery System Design and Installation

Trades Partnership Programming

- Class One Driver Training
- Class Two Driver Training
- Class Three Driver Training
- Enform – contract training – Rig Tech Apprenticeship training
- Excavator Operator Training Program
- Multi Equipment Training Program
- Driver Training – Building Confidence in Drivers – Class 5
- RV Driver Training

Continuing Studies

- Hearing Assistant certificate
- Green Building Envelope Design & Construction certificate
- Learner Centred Instructor Certificate

Listing of new programming initiatives that would require reallocation of base OC funding for 2011/12 or new funding from AVED

Arts Programming

- Expansion of second-year of the Criminal & Social Justice diploma program (Penticton: 6 sections of second-year Criminology, 1 section of Psychology, 2 sections of Sociology)

Science Programming

- Applied Ecology and Conservation Diploma program offered in partnership with En'Owkin Centre (Penticton)
- Expansion of first year Biology sections to meet current demand

Foundational Programming

- ASE hours Penticton from 92% regular appointment to 100% to meet unmet student demand
ASE Coordinator hours all campuses: increase 3 hrs/wk
- Additional ABE program courses in Salmon Arm, Revelstoke and Penticton

Engineering Technologies Programming

- New three-year diploma program in Sustainable Construction Management Technology (Penticton)

**Education Council
Submission for the Board
April 2011**

Since my last report, Education Council met on April 7 and will be meeting on April 15.

The April 7 meeting featured four program revisions and a new program proposal.

The April 15 meeting provides Education Council an opportunity to discuss the budget. I will present the outcome of that meeting at the April 26th Board Budget meeting orally.

For all Education Council approvals, not just the ones presented in my reports, Board members should visit http://www.okanagan.bc.ca/about/Education_Council/Items_Approved.html.

This Curriculum Criteria and Calendar Standing Committee is labouring to make the calendar as accurate, correct, and clear as possible. Recently it has been discussing the use of the word “formerly” in course descriptions of courses which have been renumbered. This committee proposed a motion to limit the use of “formerly” to ten years and to clarify the description to indicate that a student who took the course with the old number cannot take it with the new. This motion does not require Board approval.

Education Council approved the following candidates for graduation.

Program	# of students
Administrative Assistant Fundamentals Certificate (BCcampus ending 2011-03-31)	1
Culinary Arts Certificate (revised grade/make-up work completed 2011-03-04)	1
Office Assistant Certificate (All campuses ending 2011-03-31)	4
Recreational Vehicle Technician Certificate (Kelowna 2010-09-07 to 2011-03-25)	7
Welding Level C Certificate (Kelowna 2010-09-07 to 2011-03-25)	10
Total Candidates for Graduation	23

Education Council – April 7, 2011 - Approvals

Program Revision – Human Service Work Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Human Service Work Diploma as recommended by Education Council and as presented here”

The graduation requirements for this program were changed from

Students must obtain a minimum graduating grade average of 60% in academic courses. Minimum passing grade for all HSW courses is 70%. The practicum is graded as either a pass or fail.

to

Successful completion of all courses in the program outline. Students must obtain a minimum grade of 70 in all HSW courses, except HSW 106, HSW 206, HSW 130, and HSW 230 which are graded pass/fail.

Program Revision – Water Engineering Technology Diploma

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Water Engineering Technology Diploma as recommended by Education Council and as presented here”

The revision replaced three existing Chemistry course with new courses that better match the program goals.

A fourth Chemistry course was modified to better match the program goals.

The implementation dates are staggered to allow currently-enrolled students to complete the courses in effect when they started.

Program Revision – Teaching English as a Second Language Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Teaching English as a Second Language Certificate as recommended by Education Council and as presented here”

This is a Continuing Studies certificate. The revision clarified wording in the program description, graduation requirements, and course descriptions. It also renumbered the courses; there was concern that courses numbered 0XX were not college- or university-level courses.

“Student” was replaced with “teacher trainee” and “module” was replaced with “course”.

Program Revision – Community Brain Injury Services Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Community Brain Injury Services Certificate as recommended by Education Council and as presented here”

This is a Continuing Studies certificate. The revision clarified wording in the program description and admission requirements.

The program description revisions deleted references to the program being offered in collaboration with GF Strong Rehabilitation Centre and IHA. They were involved in the development of the program but not in its offering and have asked to have their names removed.

The admission requirements were aligned more closely with standard OC language.

New Program – Green Building Design and Construction Certificate

Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program Green Building Design and Construction Certificate as recommended by Education Council and as presented here”

In today’s economy, both consumer and industry demands products and services with a sustainable focus. In the United States, McGraw-Hill estimates that by 2010, between five and 10 per cent of new

non-residential construction starts will be designed using the principles of green building¹. Additionally, the green building products market is forecast to expand six percent annually to nearly \$80 billion in 2013, outpacing the growth of building construction expenditures over that period.²

In the United States, studies show “energy-efficient construction, driven by strong consumer demand, continuing to emerge as a beacon of positive growth. Indeed, the most recent figures indicate that the trend toward green construction is so strong that it could be a major contributor to the entire industry’s recovery.”³ In Canada, the green building market share exceeds current US green building market estimates.⁴

British Columbia Construction Association acknowledges that “green building is no longer a small segment of the construction industry; it’s rapidly becoming commonplace and standard practice.”⁵

In Canada, the following green buildings have been built:

- BOMA Best (Building Operation and Maintenance Association green rating system, commercial buildings) - 250+ buildings in BC are rated BOMA Best
- Built Green - 15,00 + homes registered across Canada, 420 registered builders of which there are 200 in BC and one of these has over 500 homes registered.
- LEED Canada - 2600+ registered buildings (does not include LEED for houses)
- Living Buildings - 3 are "certified", one of them is in Canada (a residence in Victoria)
- Energy Star for Homes (Ontario) 25,000 registered

In terms of the issues that British Columbia faces, information as given from the Globe Foundation’s *Securing the Workforce of Tomorrow*, BC has the following attributes of green industry:

1. BC’s six key green sectors contributed \$15.3 billion to the province’s gross domestic product (GDP) in 2008 —\$11.1 billion direct and \$4.2 billion indirect, equivalent to 10.2 percent of the province’s total GDP for that year.
2. The green elements of BC’s economy were responsible for nearly 166,000 direct and indirect full-time equivalent (FTE) jobs in 2008—equal to 7.2 per cent of total provincial employment.
3. Growth scenarios for BC’s economy suggest GDP from its green sectors could grow from \$15.3 billion in 2008 to between \$20.1 billion and \$27.4 billion in 2020, representing between 10.8 percent and 14.1 percent of total provincial GDP.
4. Under a low-growth scenario of 1.9% Compound Annual Growth Rate (CAGR), the demand for green workers by 2020 will reach 147,000 direct FTE green jobs. Under a high growth scenario of 4.7 percent CAGR, a total of nearly 202,000 direct FTE green jobs could exist in BC by 2020—an increase of nearly 85,000 jobs over 2008.
5. Demand is growing for more training and skill development programs and expanded educational curriculum for engineers, technicians, consultants, and other environment-related professionals.
6. BC is suffering from a shortage of experienced engineers, skilled technologists, and workers certified to install and service complex renewable energy (solar, wind, geothermal, etc.) and water quality management systems.⁶

Additionally, the BC Government has legislated several initiatives. BC’s Climate Action Plan has laid the foundation for the transition to a lower-carbon economy in the province by setting a firm target to reduce green house gas emissions by 33 percent from 2007 levels by 2020, and by putting in place policies that

¹ <http://perkspub.com/perkspub.com/content/view/1247/78/>, January 28, 2011

² <http://www.reportlinker.com/p0109200/Green-Building-Materials-in-the-US.html>, January 28, 2011

³ <http://greenrealestateinvestingnews.com/green-real-estate-investing/consumer-demand-drives-green-construction-growth.html>, January 31, 2011

⁴ <http://perkspub.com/perkspub.com/content/view/1247/78/>, January 31, 2011

⁵ <http://www.bccasn.com/greeninitiatives.html>, January 31, 2011

⁶ http://www.workbc.ca/docs/GLOBE_Green_Economy_Report_II.pdf, January 31, 2011

encourage the development of BC's clean energy resources. Ministry of Energy has established the strategy, Energy Efficiency in Buildings: A Plan for BC, that aims to change the housing industry market by improving the energy performance of new and existing buildings in BC by 2010.⁷

Demand for green construction is increasing, and there are limited options and availability of training to the public for green construction techniques and information.

Locally there are no advanced level training opportunities available to students who wish to build upon their current education and expertise in construction and design. Additionally, there are few comparable programs that could be considered competition available in close proximity to Okanagan College.

Based on current trends and availability of educational opportunities, it's recommended that this program is developed and offered through Okanagan College.

Program description:

As the economy and population continue to expand, the design, construction and operation community will face increasing challenges to meet the new demands for facilities that are accessible, secure, healthy, and productive while minimizing their impact on the environment. For the design, construction/renovation, operation, and decommissioning of a facility, there is an important relationship between the indoor and outdoor environments - the building envelope.

This 360-hour certificate program gives students the skills and hands-on experience to design and create building envelopes with a sustainable focus. Focus of study is on the main functions of the design and construction of the building envelope, including solar and thermal control, moisture control, indoor air quality, acoustics, aesthetics, construction waste management and cost effectiveness. All phases of facility life cycle are examined, balancing environmental stewardship with mission and function of the facility.

Admission Requirements

- Education or work experience in construction, engineering, architecture, or building design, or an interview with the program administrator or instructor.
- English: A minimum grade of 60% in one of: English 12, English 12 First Peoples or TPC 12 (Technical & Professional Communications 12) or an equivalent Provincial Level Adult Basic Education English course, or a minimum score of 24/40 (level 4) on the LPI (Language Proficiency Index).
- Mathematics:
 - Students graduating from secondary school in or prior to 2012: A minimum of 60% of Principles of Mathematics 10 or equivalent Adult Basic Education mathematics or a minimum of 60% in Introductory Mathematics 10 or a minimum of 60% in Applications of Mathematics 10 or a satisfactory standing in basic mathematics tests administered by Okanagan College.
 - Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Foundations of Mathematics Grade 10, or Apprenticeship and Workplace Mathematics Grade 10 or a satisfactory standing in basic mathematics tests administered by Okanagan College.

Graduation requirements

Students must complete the five courses with a minimum passing grade of 60% in each course.

⁷ <http://www.chbabc.org/content.php?id=508>, January 31, 2011

Program outline

GBDC 100: Building Science Basics

65 hours

This course provides students with a comprehensive understanding of the role of the building envelope within its environment with a sustainable focus. Applications of building science, building envelope field services, and roles and responsibilities of industry are examined with a sustainable topic focus. Impact of extreme environments on design and construction and severity of environmental loads are reviewed.

GBDC 110: Concepts and Design Principles

60 hours

The concepts and design principles of sustainable building in application to the building envelope are examined. Students will learn the basic principles of sustainable design - energy, heat transfer, ventilation and moisture – in relation to rating systems, climate change, envelope design, energy and light modeling, and indoor environmental quality. Additionally, values and attitudes towards sustainable building are discussed. Prerequisite: GBDC 100

GBDC 120: Building Concepts

135 hours

Components of a building envelope, below grade, roof, walls, doors, windows and operations, are studied, with students learning the sustainable choices available in the construction of a building envelope. Appropriate choices according to environment are examined. Decommissioning buildings and construction site maintenance and practices are also studied. Prerequisite: GBDC 110

GBDC 125: Existing Buildings

50 hours

Students will examine the characteristics of existing buildings related to age and intended use and will focus on what improvements can be made to increase sustainability while maintaining or even improving the costs of building operations. Cost benefit analysis for these improvements will be carried out and consumer education is discussed. Prerequisite: GBDC 120

GBDC 130: Building Envelope Project

50 hours

Students will complete a work-based project in which application of theoretical knowledge is applied. Prerequisite: GBDC 125