



**BOARD OF GOVERNORS  
REGULAR MEETING  
January 27, 2015; 1:00 p.m.  
Room S103B, Kelowna Campus**

**AGENDA  
OPEN SESSION**

|                                                                                                      | Attachment | Approximate Time       |
|------------------------------------------------------------------------------------------------------|------------|------------------------|
| <b>1</b>                                                                                             |            | 1:00 p.m.              |
| <b>ELECTION OF CHAIR and VICE-CHAIR (R. Daykin)</b>                                                  |            |                        |
| <b>2</b>                                                                                             |            | .                      |
| <b>APPROVAL OF AGENDA</b>                                                                            |            |                        |
| <u>Recommended Motion</u>                                                                            |            |                        |
| <i>"BE IT RESOLVED THAT the January 27, 2015, OC Board open session meeting agenda is approved".</i> |            | .                      |
| <b>3</b>                                                                                             |            | 1:05 p.m.              |
| <b>DECLARATION OF CONFLICT</b>                                                                       |            |                        |
| <b>4</b>                                                                                             |            |                        |
| <b>CONSENT AGENDA</b>                                                                                |            |                        |
| <u>Recommended Motion</u>                                                                            |            |                        |
| <i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>                            |            |                        |
| <b>4.1</b>                                                                                           |            |                        |
| <b>MINUTES – November 25, 2014</b>                                                                   | A          |                        |
| <b>4.2</b>                                                                                           |            |                        |
| <b>WRITTEN REPORTS</b>                                                                               |            |                        |
| <b>4.2.1</b>                                                                                         |            |                        |
| President's Report (J. Hamilton)                                                                     | B          |                        |
| <b>4.2.2</b>                                                                                         |            |                        |
| Education Council Report (M. Nicholson)                                                              | C          |                        |
| <b>4.3</b>                                                                                           |            |                        |
| <b>APPROVALS</b>                                                                                     |            |                        |
| <b>4.4</b>                                                                                           |            |                        |
| <b>INFORMATION</b>                                                                                   |            |                        |
| <b>5</b>                                                                                             |            |                        |
| <b>BUSINESS ARISING FROM THE MINUTES</b>                                                             |            |                        |
| <b>5.1</b>                                                                                           |            |                        |
| Briefing Note – Provincial Government Job Match Program (A. Coyle)                                   | D          | 1:10 p.m.<br>1:25 p.m. |
| <b>5.2</b>                                                                                           |            |                        |
| Enrolment Reports (C. Kushner)                                                                       | E          |                        |
| <b>5.2.1</b>                                                                                         |            |                        |
| International Report                                                                                 | F          |                        |
| <b>5.2.2</b>                                                                                         |            |                        |
| Aboriginal Report                                                                                    |            |                        |
| <b>6</b>                                                                                             |            |                        |
| <b>PRESENTATIONS</b>                                                                                 |            |                        |
| <b>7</b>                                                                                             |            |                        |
| <b>NEW BUSINESS/RESOLUTIONS</b>                                                                      |            |                        |

- |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |           |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------|
| 7.1       | Education Council (M. Nicholson)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | G | 1:45 p.m. |
| 7.1.1     | Program Approvals<br><b>Recommended Motions:</b><br><i>“BE IT RESOLVED THAT the Board approve the 2015 English as a Second Language and the 2015-16 Adult Academic and Career Preparation (ABE) Schedule, as recommended by Education Council and as presented”</i><br><br><i>“BE IT RESOLVED THAT the Board approve the new program, Building Service Worker Certificate, as recommended by Education Council and as presented”</i><br><br><i>“BE IT RESOLVED THAT the Board approve the following courses: course revision to PHIL 250 (Criminal Justice Ethics); revision to PHIL 331 (Computing Ethics); new course LSIN 031 (Sexual Health and Safety); revision to LSIN 020 (Human Relations), as recommended by Education Council and as presented”</i> |   |           |
| 7.2       | MOU – OC/OCF (K. Butler)<br><u>Recommended Motion:</u><br><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Memorandum of Understanding between Okanagan College and the Okanagan College Foundation”.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | H | 1:55 p.m. |
| <b>8</b>  | <b>VERBAL REPORTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   | 2:10 p.m. |
| 8.1       | Board Chair Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |           |
| 8.2       | President’s Report (J. Hamilton)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |           |
| <b>9</b>  | <b>INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |           |
| <b>10</b> | <b>TOPICS FOR NEXT MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |           |
| <b>11</b> | <b>OTHER BUSINESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |           |
| <b>12</b> | <b>FOR THE GOOD OF THE INSTITUTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |           |
| <b>13</b> | <b>DATE OF NEXT MEETING</b> March 31, 2015, Vernon Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |           |
| <b>14</b> | <b>ADJOURNMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   | 2:20 p.m. |

**Consent Agenda Resolutions  
Attachment A**

**Item 5.1**

Recommended Motion

***“BE IT RESOLVED THAT the November 25, 2014, open session minutes be approved.”***

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

**Tuesday, November 25, 2014; 9:00 a.m.  
Room S103B, Kelowna Campus**

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Members Present: T. Styffe (Chair)  
C. Denesiuk  
C. Derickson  
W. Favro  
C. Gerbrandt  
J. Hamilton (President)  
S. Johal  
S. Lupul  
D. Manning  
B. McGowan  
CJ Mitchell  
M. Nicholson  
L. Thurnheer

Regrets: J. Maciel

Board Secretary: L. Le Gallee

Vice Presidents: B. Eby  
A. Hay  
C. Kushner

Directors: A. Coyle

Observers: G. Stefansson (BCGEU Support)  
T. Leneveu, Student Observer, VSU

Regrets: T. Walters, OCFA  
N. Ankerstein, Administrative Association  
C. McRobb, BCGEU Vocational  
K. Tracz, Student Observer  
L. Stanley, Student Observer  
J. Poirier, Student Observer

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There being a quorum present, the Chair called the meeting to order at 8:30 a.m.

**1. APPROVAL OF AGENDA**

**Motion:** C. Gerbrandt/B. McGowan

***“BE IT RESOLVED THAT the November 25, 2014, OC Board open session meeting agenda is approved”.***

**MOTION CARRIED**

**2. OATH OF NEW MEMBERS**

W. Favro, S. Lupul and C. Mitchell took the Oath.

**3. SIGNING OF CODE OF CONDUCT AND ACKNOWLEDGEMENT OF CHARTER OF EXPECTATIONS**

Code of Conduct were signed by those members who have not signed in the last two months.

**3. DECLARATION OF CONFLICT**

No conflicts were declared.

**4. CONSENT AGENDA**

**Items Approved:**

**Motion:** C. Denesiuk/B. McGowan

***“BE IT RESOLVED THAT the September 30, 2014; and October 28, 2014, Open Session minutes were approved.”***

Ronda Vilene was approved as the observer for the BCGEU Support Staff.

**MOTIONS CARRIED AS AMENDED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. PRESENTATION/DELEGATIONS**

**7. NEW BUSINESS/RESOLUTIONS**

**7.1 Finance, Audit and Risk Review Committee (B. McGowan)**

**7.1.1 Tuition Process**

**Motion:** B. McGowan/D. Manning

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve adoption of the process outlined above for making a decision on tuition for 2015-16, as recommended by the Finance, Audit and Risk Review Committee”.***

During the consultation process the administration meets with students and union groups with regard to the budget process. The students will then have an opportunity to meet with the Board Finance Committee and the Board as a whole to give presentations if desired.

It was noted that Okanagan College is the only college that does not automatically increase tuition by the government prescribed amount. This issue is discussed on an annual basis prior to any increases being implemented.

**MOTION CARRIED**

**7.2 Executive Committee (T. Styffe)**

**7.2.1 Board Meeting Schedule 2015**

**Motion:** C. Gerbrandt/B. McGowan

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Meeting Schedule for 2015 as presented here”***

A February Finance meeting may be required.

**MOTION CARRIED**

### 7.3 Education Council Submission

#### 7.3.1 Program Schedules

**Motion:** M. Nicholson/D. Manning

***“BE IT RESOLVED THAT the Board approve the 2015-2016 Vocational Health and Social Development Schedule as recommended by Education Council and as presented”***

**MOTION CARRIED**

**Motion:** M. Nicholson/L. Thurnheer

***“BE IT RESOLVED THAT the Board approve the 2015-2016 Office Administration Schedule as recommended by Education Council and as presented”***

**MOTION CARRIED**

**Motion:** M. Nicholson/C. Gerbrandt

***“BE IT RESOLVED THAT the Board approve the 2015-2016 Adult Special Education Schedule as recommended by Education Council and as presented”***

**MOTION CARRIED**

#### 7.3.2 Program Approvals

**Motions:** M. Nicholson/S. Johal

***“BE IT RESOLVED THAT the Board approve the new course, WMST 225, Men and Masculinities, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the new program, Bookkeeping Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the course revisions, PHRM 111 (Hospital Practicum) and PHRM 112 (Community Practicum), as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revisions to the Pharmacy Technician Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision to the Health Care Assistant Certificate, as recommended by Education Council and as presented”***

***“BE IT RESOLVED THAT the Board approve the program revision to the Human Service Work Diploma, as recommended by Education Council and as presented”***

**MOTIONS CARRIED**

#### 7.4 Strategic Planning Process (J. Hamilton)

**Motion:** J. Hamilton/C. Denesiuk

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the proposed process for the review of the Strategic Plan as presented”.***

The proposed Schedule is not absolute and may be revised as the process progresses.

A major review of the Plan is timely at this stage of the College’s development. The Board will be heavily involved in the process.

The Board Chair noted that he should sit on the Task Force as well as two Board members.

As opposed to a consultant being hired, the President is looking at engaging an internal facilitator to assist with the process.

**MOTION CARRIED**

## **8. VERBAL REPORTS**

### **8.1 Board Chair Report (T. Styffe)**

This past month has been busy with many student award receptions. The Chair met the Board student scholarship recipients at the Kelowna reception. This reception was also attended by L. Thurnheer and M. Nicholson.

A meeting was scheduled between the Minister and the Board Chair on November 24<sup>th</sup>, however, the Minister was called away. This was intended to be a routine meeting and the topic of discussion was to be the Taxpayer Accountability Principles. The Minister's office has expressed a desire to meet with Board Chairs on a quarterly basis.

### **8.2 President's Report (J. Hamilton)**

A new VP, Finance and Administration has been hired to replace the retiring B. Eby; R. Daykin begins on December 15<sup>th</sup>.

The BCC President's continue to discuss the Job Skills Plan.

The week of November 3<sup>rd</sup> there were sessions and seminars at all campuses showcasing the research and scholarly activity of many of the College's faculty.

In the area of student achievement, the College's Business students will be participating in the competition at Queens University in January for the international Inter-Collegiate Business Competition. They will compete against 140 other teams (most from universities). 4 out of 6 of the College's teams advanced to the international competition.

### **8.3 Governance Committee Chair Report (L. Thurnheer)**

#### **8.3.1 Board Governance Goals**

These goals are internal governance goals for the Board.

There is a workshop being offered by the Association of Governing Boards in Vancouver in February; information will be sent out by the Board office.

The Governance Committee is working on the mentoring program for new Board members.

The Board is looking for a member to attend Education Council meetings on a monthly basis; please contact L. Thurnheer or M. Nicholson if you are interested and require more information.

## **9. INFORMATION**

### **9.1 Stable Enrolment Report (A. Coyle)**

This report will change after the January numbers are known.

Headcount is down by 1.5% since September; and billing credits are down by 1.8%. 2012/13 high school graduation numbers are down by 6%. However, the College has seen a steady increase in enrolments of high school graduates from this region and the province.

Programs that are offered are driven by the students and employer demand. The College is attracting students from a wide market. Some enrolment issues do exist and strategies are being developed for

mitigation by the Enrolment Management Committee. Areas that show a decrease are reviewed and adjustments are made.

The College enrolments currently exceed 100% of government targets. International and Continuing Studies students are not included in these figures. The Board will be provided with a briefing note on enrolment for First Nations and international for the next meeting.

The Government has created a Job Match online program. This assists advisors to work with the College Trades portfolio to place pre-apprentice students with employers. A briefing note will be prepared for the next Board meeting.

It was noted by the VP, Finance, that the enrolment decrease is larger than was expected, but he is projecting the budget will break even this year.

For Winter 2015 academic applications are up by 7.8%; when considering capacity administration looks at the transition rates provincially to determine if there are enough seats to satisfy the increased demand. The College works with the School Districts and the province to determine if there is sufficient funding to meet the transition rates.

#### **9.2 Job Skills Plan (B. Eby). Presentation.**

The list of the top sixty occupations was provided; this list only applies to AVED funded programs not ITA funded ones. Government expects that 25% of the institutions programming be directed at training employees for these jobs over a four year period.

The programs offered must fit within the current funding as no new funding has been provided. Each year the institution is required to provide a Skills Gap Plan outlining how targets are being met. The report is due in mid-January, with reports being due every January thereafter.

This issue is in front of Presidents and VPs from each institution to work through it and ensure that programs line up with the jobs listed.

The Conference Board of Canada has done a study of occupations and demand. This study will be shared once it is complete.

#### **10. TOPICS FOR NEXT MEETING**

#### **11. OTHER BUSINESS**

#### **12. FOR THE GOOD OF THE INSTITUTION**

#### **13. DATE OF NEXT MEETING: January 27, 2015, Kelowna Campus**

#### **14. ADJOURNMENT**

**Motion** to adjourn: C. Denesiuk/C. Gerbrandt

**MOTION CARRIED**

The meeting adjourned at 10:58 a.m.





# President's Report Board of Governors

January 2015

## Engagement

- A new social enterprise developed by students from Okanagan College's Enactus team was kicked off in December and will benefit local residents of Chandler House in Kelowna. After receiving a large donation of soap, Inn from the Cold connected with the College's Enactus team and a unique opportunity emerged - a chance to generate income for the not-for-profit, while giving students a chance to put their business skills to the test by developing a plan for a legitimate social enterprise.
- On November 27<sup>th</sup> I hosted our annual employee recognition celebration. The event provided the opportunity for us to recognise employees who had reached 10, 15, 20, 25, 30, 35 & 40 years of service and those that were retiring. This year 107 employees were invited to the event, representing a total of 1,607 years of service to the institution.

## Learning and Teaching

- Culinary Arts Instructor Jeremy Luypen has been named Okanagan Chefs Association Member of the Year. Jeremy was recognized not only for his work in the kitchen but also in the community.
- For the first time ever, a culinary apprentice from the Okanagan has been selected as the recipient of the \$1,500 B.C. Hospitality Foundation Scholarship, as selected by the Chefs' Table Society of British Columbia. Second-year apprentice Dayna Duckwork-Dolan was nominated for the award by Chef Bernard Casavant, Culinary Manager for the College. In addition to receiving the scholarship, Duckworth-Dolan got the opportunity to participate as a delegate at the CONNECT Food+Drink+Lodging show in Vancouver.
- On January 17<sup>th</sup> five teams from the Okanagan School of Business competed at the finals of the 2015 Inter-Collegiate Business Competition (ICBC) at Queens University in Kingston. ICBC is recognized as Canada's longest-running undergraduate case competition. Our teams competed in the Accounting, Finance, Ethics, Management Information Systems and Debating categories. Up against competitors from McGill University, the University of Toronto, Lakehead University and the University of Regina, our Accounting team took first place in their category.
- On January 17<sup>th</sup> over one hundred students were awarded credentials at our Winter Convocation ceremony. Students graduated from a number of programs including:
  - Criminal and Social Justice
  - Associate of Arts
  - Health Care Assistant
  - Human Service Work

- Practical Nursing
- Civil Engineering Technology
- Mechanical Engineering Technology
- Water Engineering Technology
- Computer Information Systems
- Medical Administrative Assistant
- Business Studies Certificate
- Business Administration
- Bachelor of Business Administration

## Student Transition

- For its ninth year the Western Canada RoboCup Junior competition, which is presented by Electronic Engineering at Okanagan College, was held on campus on December 5<sup>th</sup>. The event brought together elementary, middle and high school students from throughout the region.
- Business Administration student Lauren McKay is a recipient of the Premier's International Scholarship for Study Abroad. She was one of 10 students provincially who landed the \$10,000 scholarship. Lauren will be studying at the University of Applied Sciences and Arts Northwestern in Otten, Switzerland.

## Collaboration and Partnership

- The Industry Training Authority (ITA) and WorkBC joined Okanagan College representatives on November 7<sup>th</sup> to launch a new online Apprentice Job Match tool which will better connect apprentices looking for on-the-job training they need to boost their skills and achieve certification in their chosen trade.
- In December, I attended CiCan's annual advocacy event in Ottawa. It was a pleasure to entertain all of our MP's at a reception, represent CiCan as part of a delegation to one of the other MP's identified by CiCan, participate in one-day professional development session for Presidents and represent the BC colleges on a panel discussion of what CiCan plans to do to celebrate Canada's 150th birthday in 2017.

## Aboriginal

- Jacinda Mack, Natural Resources Manager for the Xat'sull First Nation, lectured at the Kelowna and Vernon campuses on November 19<sup>th</sup> & 20<sup>th</sup>. Jacinda spoke about the Mount Polley spill and the effect of that disaster on First Nations in the region.

**Education Council  
Report to the Board  
December 2014/January 2015**

**December 4, 2014 Education Council meeting**

**Candidates approved for Graduation**

| <b>Program</b>                                                         | <b># of Students</b> |
|------------------------------------------------------------------------|----------------------|
| Pharmacy Technician Certificate (Kelowna) April 14 – November 17, 2014 | 3                    |
| Welder Foundation Certificate (Kelowna) May 5 – November 14, 2014      | 13                   |
| <b>Total</b>                                                           | <b>16</b>            |

**Candidates for Graduation - Winter 2015 Convocation**

| <b>Program</b>                                                               | <b># of Students</b> |
|------------------------------------------------------------------------------|----------------------|
| Advanced Culinary Arts Diploma (ending July 4, 2014)                         | 1                    |
| Aircraft Maintenance Engineer Category "S" Feb 3 – Dec 19, 2014              | 9                    |
| Associate of Arts Degree                                                     | 11                   |
| Associate of Science Degree                                                  | 2                    |
| BC Adult Graduation Diploma                                                  | 1                    |
| Bachelor of Business Administration                                          | 59                   |
| Business Administration Diploma                                              | 50                   |
| Bachelor of Computer Information Systems                                     | 1                    |
| Post-Diploma Certificate in Business Administration Post-Diploma Certificate | 3                    |
| Business Studies Certificate                                                 | 4                    |
| Post-Baccalaureate Diploma in Accounting                                     | 1                    |
| Business Administration Certificate                                          | 3                    |
| Civil Engineering Technology Diploma                                         | 15                   |
| Computer Information Systems Diploma                                         | 1                    |
| Commercial Aviation Diploma                                                  | 1                    |
| Diploma in Criminal and Social Justice                                       | 3                    |
| Culinary Management Diploma                                                  | 1                    |
| English for Academic Purposes                                                | 2                    |
| Early Childhood Education Certificate                                        | 1                    |
| Diploma in Environmental Studies                                             | 1                    |
| Human Service Worker Diploma                                                 | 1                    |
| Legal Admin Assistant Litigation Certificate (BC Campus)                     | 1                    |
| Mechanical Engineering Technology Diploma                                    | 19                   |
| Practical Nursing Diploma (Kelowna) Aug 26/13 – Dec 18/14                    | 19                   |
| Practical Nursing Diploma (Salmon Arm) Aug 26/13 – Dec 18/14                 | 3                    |
| Water Engineering Technology Diploma                                         | 15                   |
| <b>Total</b>                                                                 | <b>228</b>           |



## Submission of Information from Senior Staff to the Board of Governors

|                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Title:</b>                                                                                                                                                          | Briefing Note – Provincial Govt.'s Job Match Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Date:</b>                                                                                                                                                                  | January 19, 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Background Information:</b><br>Information could include: <ul style="list-style-type: none"><li>• Purpose</li><li>• History</li><li>• Other relevant information</li></ul> | <p>In early November, 2014, the Industry Training Authority (ITA) and the Provincial Government introduced a Job Match program for B.C.'s apprentices and employers. Okanagan College was among the 10 institutions across the province that participated in launch events.</p> <p>Since implementation, more than 1,800 apprentice profiles have been registered, 47 apprenticeship job opportunities have been advertised – 12 are currently active, 35 have expired.</p> <p>Attached in a two-page handout that ITA is providing that explains the program.</p> |
| <b>Action Required:</b> <ul style="list-style-type: none"><li>• For consultation</li><li>• For information</li><li>• For approval (including resolution)</li></ul>            | For information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Comments from the President:</b>                                                                                                                                           | None required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Report prepared and supported by:</b>                                                                                                                                      | Public Affairs<br>Director of Public Affairs Allan Coyle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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## YOUR TICKET TO A JOB MATCH.

## WHAT IS THE JOB MATCH TOOL?

The **Apprentice Job Match** tool is an innovative way for BC employers and apprentices to connect and engage online. This new tool will better connect British Columbians with the on-the-job training they need to boost their skills and achieve certification in their chosen trade. As well, it will help employers find the right apprentice or tradesperson for their workforce.

### Apprentices

With over 37,000 registered apprentices in BC's skilled trades training system and only 9,400 registered employer sponsors, there is a bigger need than ever to connect apprentices with employers, and increase the number of employer sponsors.

"The new Apprentice Job Match tool will be a great resource for foundation students like me. Not only will this new tool help us gain initial employment, but it will also help us make connections in our industry."

- Katie Lane, Electrical Foundation student, Camosun College.

### How does the Job Match tool help APPRENTICES?

Jobseekers can use the tool to identify themselves as an apprentice, for example a Level 2 Plumber, and then search to see which employers in this province are looking to sponsor an apprentice in that particular trade and level.

### Where is the Apprentice Job Match tool located online?

The Apprentice Job Match tool is located on Work BC's website:  
[www.workbc.ca/trades](http://www.workbc.ca/trades)

### How do I start?

Watch our simple "How-to" videos at [workbc.ca/trades](http://workbc.ca/trades) and get started today.



One of the **biggest hurdles** to apprenticeship is securing employment with an **employer sponsor**. Employers are an essential component of any apprenticeship as **80% of an apprentice's journey** is spent in practical training at the work site under the **guidance of a journeyman**.





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## YOUR TICKET TO A JOB MATCH.

### Employers

BC is expecting one million job openings between now and 2022. Approximately 68 per cent of these openings are due to retirement and 32 per cent due to economic growth and expansion. To meet this demand, and to seize the economic opportunities coming to our province, it is crucial that more businesses sponsor apprentices.

“Today’s youth are our future builders. Together with the ITA, and the Apprentice Job Match tool we can be certain that the knowledge, skills, abilities and desires of today’s workforce are matched with the companies that can provide the next generation of skilled tradespeople with the opportunity and training for personal fulfillment in their chosen career.”

– Rob Zadra, Co-Founder, PJB Mechanical Plumbing and Heating

### How does the Job Match tool help EMPLOYERS?

Employers can use the online **Apprentice Job Match** tool to add apprentice-specific information to their job posting, to help find the right apprentice for their workforce. Start by creating an account and posting a job on the Work BC website.

### Where can you create a WorkBC account to register as an Employer?

Create a WorkBC account: [www.workbc.ca/Employers.aspx](http://www.workbc.ca/Employers.aspx)

### What are the benefits of hiring an apprentice?

Sponsoring an apprentice is a key way for employers to guarantee skilled, prepared workers to meet labour demands.

According to the Canadian Apprenticeship Forum, for every dollar an employer invests in apprenticeship training, they receive an average return on investment of \$1.47.

The benefits of hiring an apprentice go far beyond financial reasons. It is about succession planning and training high quality workers that fit within employer organizations.

The introduction of the **Apprentice Job Match** online tool is part of ITA’s increased efforts to better support apprentices through the apprenticeship pathway and to increase continuation and completion rates across the province.

It is also in response to recommendations outlined in *B.C.’s Skills for Jobs Blueprint: Re-engineering Education and Training* and the McDonald Report.

For Immediate Release

November 7, 2014

## **NEW ONLINE TOOL LAUNCHED TO MATCH BC APPRENTICES AND EMPLOYER SPONSORS**

Apprentice Job Match Tool to Better Support Job-Seeking Apprentices and Help Increase Continuation and Completion Rates

**Vancouver, BC** - The [Industry Training Authority \(ITA\)](#) and [WorkBC](#) today launched a new innovative online **Apprentice Job Match** tool which will better connect British Columbian apprentices looking for on-the-job training they need to boost their skills and achieve certification in their chosen trade. See [here](#) for videos of the new tool in action.

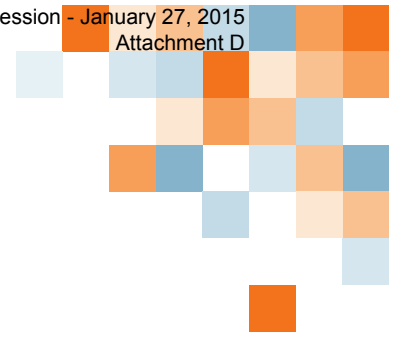
The launch of this new tool is well timed with the provincial government proclaiming November 7, 2014, as BC's inaugural "[Apprenticeship Recognition Day](#)". This day will help raise awareness of the importance of developing a highly trained and skilled workforce for key sectors of BC's growing economy where skilled trades are needed.

The online **Apprentice Job Match** tool is located on [WorkBC's website which has over 20,000 visitors daily and 10,000 job postings](#). Finding an employer sponsor is one of the biggest hurdles to a successful apprenticeship. With over 37,000 registered apprentices in BC, and over 9,400 employer sponsors, the need to connect apprentices to local employers is greater than ever.

"Employers are an essential component of any apprenticeship as 80 percent of an apprentice's journey is spent in practical training under the guidance of the employer," says **Gary Herman, ITA CEO**. "It can be challenging for young apprentices, especially those just starting out, to find employment, so the online **Apprentice Job Match** tool is an invaluable resource for them, as well as employer sponsors looking to hire apprentices."

"Helping apprentices find employer sponsors is critical to improving apprenticeship completion rates and ensuring industry has the skilled labour it needs to take advantage of our growing economy," says **Minister Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour**. "Through our Skills for Jobs Blueprint, we committed to improving the way we connect apprentices and employers, and the **Apprentice Job Match** Tool is providing an easy and accessible way to do exactly that."

The tool was launched province-wide earlier today at ten simultaneous events hosted by local ITA training providers. The events were attended by [Foundation program students](#), local employers, and



other industry stakeholders.

“As one of the largest providers of trades training programs in Western Canada, BCIT is proud to work with ITA and WorkBC in launching the Apprentice Job Match Tool,” says **Kathy Kinloch, President British Columbia Institute of Technology**. “This tool will be able to better connect our students with the employers who are looking to build their skilled workforce.”

By 2022, there are expected to be a million job openings in British Columbia. These job openings will create major new opportunities, including expanding liquefied natural gas (LNG), new mines and mining expansions, expanding shipbuilding, growing forestry exports, and increased activity in transportation. ITA is committed to building a skilled workforce to help ensure that British Columbians have the skills they need to be first in line for the many opportunities across the province.

The Introduction of the **Apprentice Job Match** tool is part of ITA's increased efforts to better support apprentices through the apprenticeship pathway and to increase continuation and completion rates across the province. It also delivers on recommendations outlined in [B.C.'s Skills for Jobs Blueprint: Re-engineering Education and Training](#) and the [McDonald Report](#).

Want to learn more about **Apprentice Job Match**? ITA is hosting a webinar on Nov 12, 2014 to take BC apprentices and employers through the online job match process step-by-step: <http://www.itabc.ca/events/apprentice-job-match-webinar>.

– 30 –

For interviews, photos, or more information, please contact:

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*Tags: BC Jobs, industry, youth, B.C.'s Skills for Jobs Blueprint, ITA, apprenticeship, trades training, employer*  
*Hashtags: #skills4bc #findyourfit*





## Submission of Information from Senior Staff to the Board of Governors

|                                                                                                                                                                               |                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Title:</b>                                                                                                                                                          |                                                                                                                                                          |
| <b>Date:</b>                                                                                                                                                                  | January 9, 2015                                                                                                                                          |
| <b>Background Information:</b><br>Information could include: <ul style="list-style-type: none"><li>• Purpose</li><li>• History</li><li>• Other relevant information</li></ul> | At the November 25, 2014 Board of Governors meeting, the Board requested information on International enrolment numbers.<br><br>Attached is that report. |
| <b>Action Required:</b> <ul style="list-style-type: none"><li>• For consultation</li><li>• For information</li><li>• For approval (including resolution)</li></ul>            | None<br><br>For Information Only                                                                                                                         |
| <b>Comments from the President:</b>                                                                                                                                           | None required                                                                                                                                            |
| <b>Report prepared and supported by:</b>                                                                                                                                      | Russel Boris and Charlotte Kushner                                                                                                                       |

*This document is intended to be a cover sheet only;  
if supporting documents are required, please attach them.*

*Material is to be submitted to the relevant Vice President for review and submission*

## International Students at Okanagan College

The following chart is a reflection of the International Student headcount as of the stable enrolment date in September each year (actual numbers for 2012, 2013, 2014 and projected numbers for 2015, 2016, and 2017).

The OC Director of IE has been successful in getting OC on the CIC – SPP list which is a joint project between the Citizenship & Immigration Canada visa offices in India and Colleges & Institutes Canada (formerly ACCC). As a result of the timing of the approvals for OC’s admission onto this list, some applicants were deferred to the January start resulting in an abnormally high intake for that semester. Consequently the data appear to show a sudden enrolment spike in 2015 when in fact there is constant and steady growth throughout the year for this our second largest market.

In January 2014 the federal government challenged the provincial education ministries to double international student enrolments in Canada by 2019 (based on 2012-13 enrolment numbers). Okanagan College is currently on pace to reach this target 3 years ahead of schedule.

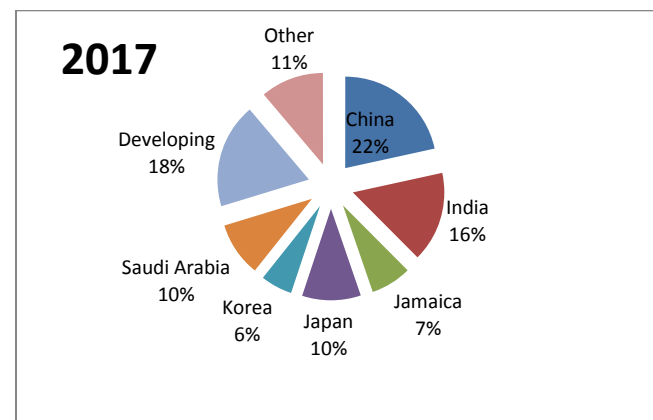
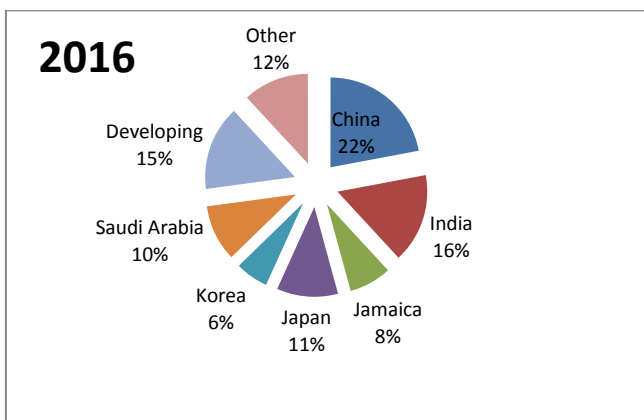
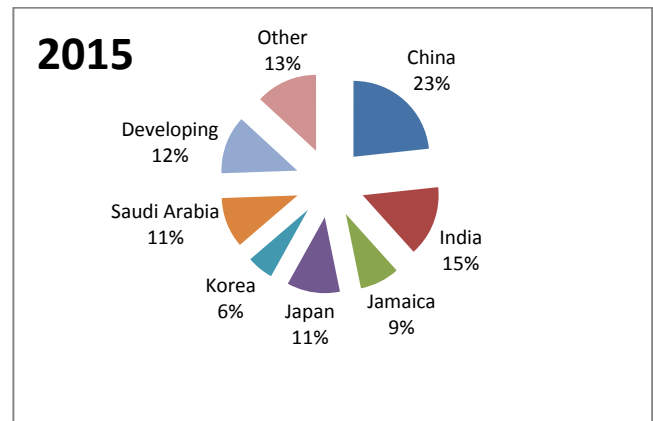
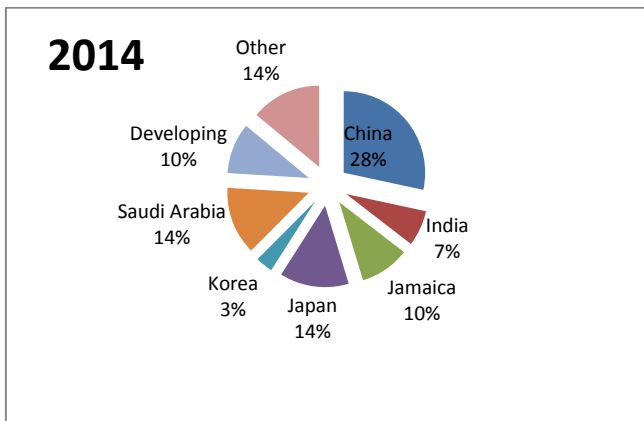
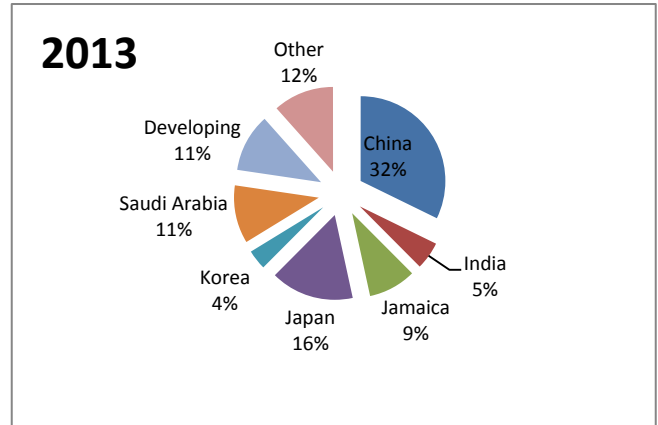
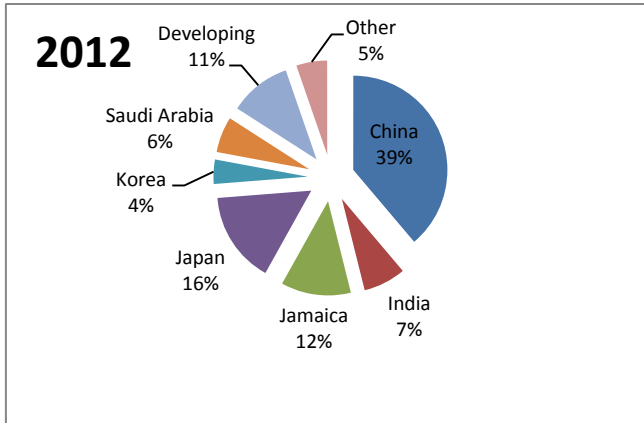
|                                               | 2012          | 2013       | 2014       | 2015             | 2016       | 2017       |
|-----------------------------------------------|---------------|------------|------------|------------------|------------|------------|
| <b>Base Markets</b>                           | <b>Actual</b> |            |            | <b>Projected</b> |            |            |
| China                                         | 139           | 128        | 124        | 124              | 130        | 135        |
| India                                         | 26            | 21         | 31         | 80               | 95         | 100        |
| Jamaica                                       | 43            | 36         | 43         | 45               | 45         | 45         |
| Japan                                         | 56            | 63         | 60         | 60               | 65         | 65         |
| Korea                                         | 15            | 15         | 15         | 30               | 35         | 35         |
| Saudi Arabia                                  | 22            | 44         | 59         | 57               | 60         | 60         |
| <b>Base Markets</b>                           | <b>301</b>    | <b>307</b> | <b>332</b> | <b>396</b>       | <b>430</b> | <b>440</b> |
| <b>Developing Markets (3 year commitment)</b> |               |            |            |                  |            |            |
| Hong Kong                                     | 3             | 6          | 6          | 6                | 8          | 10         |
| Indonesia                                     | 9             | 9          | 3          | 7                | 10         | 15         |
| Macau                                         | 7             | 9          | 11         | 11               | 11         | 11         |
| Malaysia                                      | 1             | 2          | 2          | 6                | 10         | 15         |
| Mexico                                        | 7             | 3          | 4          | 6                | 10         | 15         |
| Taiwan                                        | 6             | 7          | 10         | 12               | 15         | 15         |
| Thailand                                      | 4             | 3          | 4          | 6                | 10         | 10         |
| Turkey                                        | 0             | 0          | 0          | 4                | 6          | 10         |
| Vietnam                                       | 1             | 5          | 4          | 8                | 10         | 15         |
| <b>Developing</b>                             | <b>38</b>     | <b>44</b>  | <b>44</b>  | <b>66</b>        | <b>90</b>  | <b>116</b> |
| Other                                         | 19            | 46         | 61         | 70               | 70         | 70         |
| <b>Total</b>                                  | <b>358</b>    | <b>397</b> | <b>437</b> | <b>532</b>       | <b>590</b> | <b>626</b> |
| <b>Growth</b>                                 | <b>base</b>   | <b>10%</b> | <b>11%</b> | <b>22%</b>       | <b>10%</b> | <b>10%</b> |

**Expected Five Year Growth (2012 to 2017) – 75%**

## International Student Diversity

The following charts show the positive results of OC's strategy to concentrate on diversity within its International student population. Currently, OCIE enjoys positive diversity compared to other BC institutions.

We could fill all of our "international seats" with students exclusively from India and China. Making diversity a focus in our recruitment strategies requires more effort than recruiting from these high-volume markets. It requires hard work in some highly competitive smaller markets but the results will be a diverse International student population at Okanagan College, insulated from, at least some, global political changes. Although this strategy is more challenging, we will reach a difficult milestone of not having any one country the source of greater than 25% of our international student population. These charts show a very desirable level of diversity of international students by 2017, which will be the envy of most institutions in Canada.





## Submission of Information from Senior Staff to the Board of Governors

|                                                                                                                                                                               |                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Title:</b>                                                                                                                                                          | Report on Aboriginal Enrolments                                                                                                                               |
| <b>Date:</b>                                                                                                                                                                  | January 21, 2015                                                                                                                                              |
| <b>Background Information:</b><br>Information could include: <ul style="list-style-type: none"><li>• Purpose</li><li>• History</li><li>• Other relevant information</li></ul> | At the November 25, 2014 Board of Governors meeting, the Board requested information on Aboriginal student enrolment numbers.<br><br>Attached is that report. |
| <b>Action Required:</b> <ul style="list-style-type: none"><li>• For consultation</li><li>• For information</li><li>• For approval (including resolution)</li></ul>            | None<br><br>For Information Only                                                                                                                              |
| <b>Comments from the President:</b>                                                                                                                                           | None required                                                                                                                                                 |
| <b>Report prepared and supported by:</b>                                                                                                                                      | Anthony Isaac, Allan Coyle and Charlotte Kushner                                                                                                              |

*This document is intended to be a cover sheet only;  
if supporting documents are required, please attach them.*

*Material is to be submitted to the relevant Vice President for review and submission*

## How many aboriginal students do we have?

For the academic year 2013-14 (Sept. 1, 2013, Aug. 30, 2014), Ministry of Advanced Education is currently reporting that Okanagan College had 1,535 students, (approximately 8.3 per cent of our total student population). In the 2012-13 academic year, the province reports that Okanagan College had 1,555 Aboriginal students – approximately 8.3 per cent. This represents a steady increase since 2005 although the rate of increase is slowing in the last 2-3 years. Overall, since 2005 the College has seen approximately a tripling of self-identified aboriginal students.

The actual number of aboriginal students may change (likely increase) when the Research Universities report their Aboriginal student numbers through the Student Transition Project (STP) program in the spring. The reason for this is that we rely on self-identification by the students. Some may not identify that they are of aboriginal ancestry until they have transferred to one of the research universities. The Ministry is then able to update our data retroactively without compromising the confidentiality of any individual student.

|                                | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|--------------------------------|---------|---------|---------|---------|---------|
| <b>Aboriginal Students</b>     | 1,470   | 1,445   | 1,570   | 1,555   | 1,535   |
| <b>Non-Aboriginal Students</b> | 18,915  | 18,205  | 17,965  | 17,205  | 16,920  |
| <b>Okanagan College Total</b>  | 20,385  | 19,650  | 19,535  | 18,760  | 18,455  |

## Education Council Submission for the Board December 2014/January 2015

### ***Education Council – December 4, 2014 and January 15, 2015***

Education Council met on December 4, 2014 to discuss a new certificate, Building Service Worker Certificate, three course revisions, a new course and graduands.

Education Council met on January 15, 2015 to discuss nominations for Honorary Fellow (presented during the in camera session of the Board meeting), graduands and two schedules which are included in this report. It also discussed a major revision to the Sustainable Construction Management Technology program with included a large number of course additions, revisions and deletions which along with other course revisions will be brought to the Board in March.

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](http://www.okanagan.bc.ca/about/Education_Council/Items_Approved.html).

### **Schedules – English as a Second Language and Adult Academic and Career Preparation (ABE)**

#### **Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the 2015 English as a Second Language and the 2015-16 Adult Academic and Career Preparation (ABE) Schedule, as recommended by Education Council and as presented”***

### ENGLISH AS A SECOND LANGUAGE Fall Schedule 2015

---

#### **Fall 2015**

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| September 3             | Scheduled English Language Assessment*                                 |
| September 7             | Labour Day (no classes)                                                |
| September 8             | College-wide orientation day                                           |
| September 9             | Classes start                                                          |
| October 12              | Thanksgiving Day (no classes)                                          |
| November 11             | Remembrance Day (no classes)                                           |
| December 23             | Classes and exams end                                                  |
| December 24             | College closes at 3 p.m.                                               |
| December 25 – January 1 | Christmas closure (no classes) – Okanagan College closed to the public |

\*The English Language Assessment is also available at other times throughout the year.

### Adult Academic and Career Preparation (ABE) Schedule 2015 - 2016

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#### **Fall 2015**

|             |                         |
|-------------|-------------------------|
| September 7 | Labour Day (no classes) |
|-------------|-------------------------|

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| September 8             | College-wide orientation day                                                  |
| September 9             | Classes begin – all campuses                                                  |
| October 5               | Flex class intake Penticton begins                                            |
| October 12              | Thanksgiving Day (no classes)                                                 |
| November 2              | Flex class intakes Penticton and Vernon begin                                 |
| November 11             | Remembrance Day (no classes)                                                  |
| November 30             | Flex class intake Penticton begins                                            |
| December 23             | Classes and exams end                                                         |
| December 24             | College closes at 3 p.m.                                                      |
| December 25 – January 1 | Christmas closure (no classes) - Okanagan College closed <b>to the public</b> |

Continuous intake classes may be available. Check at the campus you wish to attend.

### Winter 2016

|               |                                               |
|---------------|-----------------------------------------------|
| January 1     | New Year's Day (no classes)                   |
| January 4     | Classes begin – all campuses                  |
| February 1    | Flex class intake Penticton begins            |
| February 8    | Family Day (no classes)                       |
| February 29   | Flex class intakes Vernon and Penticton begin |
| March 21 - 24 | Study break – all campuses (no classes)       |
| March 25 - 28 | Easter (no classes)                           |
| April 4       | Flex class intake Penticton begins            |
| April 26      | Classes and exams end for four-month classes  |
| May 2         | Flex class intake Penticton begins            |
| May 23        | Victoria Day (no classes)                     |
| May 25        | Classes and exams end for five-month classes  |

Continuous intake classes may be available. Check at the campus you wish to attend.

### Spring (Summer Session I) 2016

|         |                                                                       |
|---------|-----------------------------------------------------------------------|
| May 2   | Two-month classes begin for Penticton, Kelowna, Vernon and Salmon Arm |
| May 23  | Victoria Day (no classes)                                             |
| June 22 | Classes and exams end                                                 |

### Summer (Summer Session II) 2016

No classes offered Penticton, Vernon and Salmon Arm this session

|           |                                     |
|-----------|-------------------------------------|
| July 1    | Canada Day (no classes)             |
| July 4    | Two-month classes begin for Kelowna |
| August 1  | BC Day (no classes)                 |
| August 24 | Classes and exams end               |

|                                                          |
|----------------------------------------------------------|
| <b>New Program – Building Service Worker Certificate</b> |
|----------------------------------------------------------|

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the new program, Building Service Worker Certificate, as recommended by Education Council and as presented”***

## **Trades and Apprenticeship Programs – Continuing Studies Program**

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### **Building Service Worker Certificate**

#### **Rationale:**

The Building Service Worker occupation has evolved over the years and it is essential for training to provide proper techniques for cleaning, and safe operation of the safe use of chemicals and equipment. The current OC Custodial Worker Certificate was last revised in 1999 and although curriculum has continuously been updated, there is more training required to provide a measurable level of core competency in this occupation.

With the changes in the Building Service Worker methodology over the last several years, the traditional method of 'learn as you go' is no longer feasible. Building Service Workers are usually responsible for cleaning and maintaining commercial, institutional or residential buildings. People in this occupation do a wide variety of tasks, including cleaning and maintaining buildings inside and outside; must be comfortable with physically demanding work that includes bending, stooping, kneeling and crouching; must have good communication skills and the ability to work under limited supervision.

Consultation has taken place with Interior Health and School Districts (Salmon Arm, Vernon, Kelowna, and Penticton) to review the current Custodial Worker Certificate and it has been determined that it is time to put the current certificate to rest and develop a new certificate with a name and training that reflects performance and knowledge standards required in the industry which emphasizes practical application of skills.

Graduates of this program will be prepared for entry-level employment in office and apartment building management companies, condominiums, school boards, universities, hospitals, recreational facilities, shopping malls and other establishments. It is also valuable for existing employees to upgrade and update skills.

#### **Program description:**

This 114-hour Building Service Worker Certificate provides students with the knowledge and practical skills for entry into the building service industry in custodial work, and upgrading for those who are currently employed in the industry. The program includes theory, demonstrations, and practical skills training in the classroom and in appropriate work areas. Topics include: health and safety regulations, work-place professionalism, and basic and specialized cleaning.

#### **Admission requirements:**

- BC secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.
- One of: English 10, English 10 First Peoples, an equivalent intermediate Level Adult Basic Education English course, or an ABLE reading comprehension score of at least 77%.
- Applicants are required to submit a physician's note confirming good health. Applicants must be capable to engaging in physical activities; including but not restricted to lifting. The medical examination must be undertaken not more than 6 months prior to enrolment in the program.



**Graduation requirements:**

Students must pass each course with a minimum grade of 70% to receive a certificate.

**Program outline:**

**CBSW 100 Developing Professional Skills - 9 hours**

Professionalism is the blending and integration of a variety of skills that model responsibility, integrity, accountability, and excellence in the workplace. Basic skills and techniques for active listening, communication, conflict resolution, customer-service, time management, and personal presentation will be examined.

**CBSW 110 Chemistry of Cleaning - 9 hours**

The principles of chemical safety and practices will be examined in relation to Workplace Hazardous Material Information System (WHMIS) training. Reading of labels and observing manufacturers' recommendations will be studied to promote personal and property protection; and industry-approved 'green' products will be introduced. A WHMIS certificate will be issued upon successful completion of this course.

**CBSW 120 General Cleaning - 24 hours**

Principles of proper cleaning and maintenance procedures including tools required for cleaning, proper cleaning techniques, and the safe use of floor polishers will be examined.

**CBSW 130 Carpet and Upholstery Cleaning - 12 hours**

Industrial carpet and upholstery cleaning requires knowledge of their construction and fibres, and skills to maintain and clean them using commercial products and methods according to industry standards. All aspects of carpet and upholstery maintenance from daily cleaning to more advanced methods such as steam cleaning and shampooing will be examined.

**CBSW 140 Complete Floor Care - 33 hours**

Principles and practices of complete floor care maintenance including scrubbing, stripping, sealing and finishing, spray buffing and burnishing, and using automatic scrubbers will be examined.

**CBSW 150 Special Area and Project Cleaning - 15 hours**

Principles of proper cleaning procedures for specialized areas; the application of cleaning lights, ceilings, walls, windows, furniture, and metals; and the basics of recycling in the cleaning industry will be examined.

**CBSW 160 Industrial Kitchen Cleaning - 12 hours**

The principles of proper cleaning procedures for Industrial kitchens, kitchen-cleaning equipment and specialized chemicals, and their correct use will be examined.

**Program Outline:**

- CBSW 100 Developing Professional Skills - 9 hours
- CBSW 110 Chemistry of Cleaning - 9 hours
- CBSW 120 General Cleaning - 24 hours
- CBSW 130 Carpet and Upholstery Cleaning - 12 hours
- CBSW 140 Complete Floor Care - 33 hours
- CBSW 150 Special Area and Project Cleaning - 15 hours

CBSW 160 Industrial Kitchen Cleaning - 12 hours

**Proposed date of implementation:** January 2015

**Costs:** Tuition - \$1254.00  
Manual - \$150.00

|                                                               |
|---------------------------------------------------------------|
| <b>Course Changes: PHIL 250; PHIL 331; LSIN 031; LSIN 020</b> |
|---------------------------------------------------------------|

**Recommended Motion:**

***“BE IT RESOLVED THAT the Board approve the following courses: course revision to PHIL 250 (Criminal Justice Ethics); revision to PHIL 331 (Computing Ethics); new course LSIN 031 (Sexual Health and Safety); revision to LSIN 020 (Human Relations), as recommended by Education Council and as presented”***

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**Arts and Foundational Programs**

**PHIL 250 – 3 – 3 Applied Ethics for Criminal and Social Justice Professionals**

**Course revision**

- Title – change to ***Criminal Justice Ethics***

**Rationale:**

The proposed new name is the one by which courses of this kind are generally known. The new name will make it easier to get credit at other institutions. It will also make it easier for prospective students to know what the course will be about.

**Proposed date of implementation:** January 2015

**Costs:** n/a

**PHIL 331 – 3 – 3 Ethics of Computer Usage**

**Course revision**

- Title – change to ***Computing Ethics***

**Rationale:**

The existing course title does not reflect the scope of the course content. The proposed title is in line with title of this course used in other institutions.

**Proposed date of implementation:** January 2015

**Costs:** n/a

**LSIN 031 – 16 hours Sexual Health and Safety**

**Rationale:**

The objectives for the short sexual health and safety course are embedded as a unit on human sexual health and safety within the ASE Human Relations course. The Department wants to be able to offer this unit as a 6 - 8 session course available to high school students and possibly other interested members of the community. Students will join the current Human Relations class for the length of this short course. The human sexual health and safety unit was piloted in this way in Salmon Arm and worked very well.

**Calendar description:**

This course introduces students to the concepts of sexual health and safety. Topics covered include the difference between public and private settings; different types of relationships and

appropriate behaviors within each; communication and decision making within relationships; exploitive situations; the human body; self-protection and peer pressure; human reproduction; and consequences and responsibilities of sexual decisions.

**NOTE:** A student can receive credit for this course more than once.

This course suggests a body of material to be covered, but it must be understood that ASE courses are skills based and are adjusted to meet individual student need. Course work begins at each student's level of competency. Skills aimed at and achieved will vary according to the needs, goals, and abilities of the students. It is appropriate for this course to be taken more than once to continue skill development.

**Prerequisites:** n/a

**Implementation date:** January 28, 2015

**Costs:** n/a

**LSIN 020 – 110 hours                      Human Relations**

**Course revision**

- Course content
- Course description

**Rationale:**

The department has reorganized the course content and added objectives to shape an optional unit on Human Sexual Health and Safety that instructors may use if appropriate for any given group of students. Many ASE students need to revisit or be introduced to this material as they transition from high school into adult life. Reference is made to this unit in the course description.

**Course description:**

**Existing:**

This course is designed to improve self-awareness, confidence, and self-esteem within the context of relationships. Students will practice communication skills, explore appropriate expressions of emotion, and learn to set boundaries in personal and work relationships. Topics will cover personal identity, self-esteem, good and bad relationships, dealing with conflict in relationships, being assertive, body language, personal space, good and bad touch.

With the assistance of participants, the instructor will choose themes to meet the needs of the group.

Interest in particular human relations themes will vary from class to class.

**Proposed:**

This course improves self-awareness, confidence, and self-esteem within the context of relationships. Students practice communication skills, explore appropriate expressions of emotion, and learn to set boundaries in personal and work relationships. Topics covered include personal identity, self-esteem, good and bad relationships, dealing with conflict in relationships, being assertive, body language, personal space, and good and bad touch.

Interest in particular human relations themes varies from class to class. A unit on human sexual health and safety is available. With the assistance of participants, the instructor will choose themes to meet the needs of the group.

**Content changes**

Some of the current content along with additional objectives relating to understanding the human body, understanding health and sexual protection, and understanding human reproduction have been grouped together to form a unit on human sexual health and safety within the Human Relations course.

**Proposed date of implementation:** January 28, 2015

**Costs:** n/a



## Submission of Information from Senior Staff to the Board of Governors

|                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Title:</b>                                                                                                                                                          | MOU – Okanagan College and Okanagan College Foundation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Date:</b>                                                                                                                                                                  | December 12, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Background Information:</b><br>Information could include: <ul style="list-style-type: none"><li>• Purpose</li><li>• History</li><li>• Other relevant information</li></ul> | <p>Okanagan College and the Okanagan College Foundation signed a Memorandum of Understanding (MOU) in March 2006 which outlines the relationship between the College and the Foundation. Amendments to the Foundation’s constitution &amp; bylaws resulted in changes being required to the MOU. Some of these changes were grammatical or formatting corrections while others were more significant. Attached is the updated MOU.</p> <p>The MOU was reviewed by Donna Olson, Director of Legal and Policy Development prior to approval by the Foundation Board.</p> <p>For the Board’s reference the most significant changes are noted below by section:</p> <ul style="list-style-type: none"><li>• <u>The Foundation’s Relationship to Okanagan College</u><br/>Addition of point six “To ensure effective achievement of the terms of the agreement, the College and Foundation representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.”</li><li>• <u>Okanagan College’s Relationship to the Foundation</u><br/>Addition of the following wording under point five “the Chair of the College Board of Governors”.<br/>Addition of point six “The Vice President, Finance and Administration shall serve as Treasurer of the Foundation”.<br/>Addition of the following wording under point eight “as determined by Okanagan College”.</li><li>• <u>Institutional Flexibility</u><br/>Addition under point three of the wording “The Okanagan College Foundation”</li></ul> |

|                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• <u>Transfer of Funds</u><br/>Addition under point one of the wording “department or student recipient.</li> <li>• <u>Termination</u><br/>This section was significantly reformatted with minor rewording.</li> </ul> <p>The Okanagan College Foundation Board of Directors approved the MOU on December 11, 2014 with recommendation to forward to the Okanagan College Board of Governors.</p> |
| <p><b>Action Required:</b></p> <ul style="list-style-type: none"> <li>• For consultation</li> <li>• For information</li> <li>• For approval (including resolution)</li> </ul> | <p>For approval:</p> <p><b><i>Be it resolved that the Okanagan College Board of Governors approve the revised Memorandum of Understanding between Okanagan College and the Okanagan College Foundation.</i></b></p>                                                                                                                                                                                                                      |
| <p><b>Comments from the President:</b></p>                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Report prepared and supported by:</b></p>                                                                                                                               | <p>Kathy Butler, December 12, 2014<br/><i>Revised January 20, 2015</i></p>                                                                                                                                                                                                                                                                                                                                                               |

*This document is intended to be a cover sheet only;  
if supporting documents are required, please attach them.*

*Material is to be submitted to the relevant Vice President for review and submission*

Memorandum of Understanding  
Between Okanagan College and the Okanagan College Foundation

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**This Memorandum of Understanding** is made on the \_\_\_\_\_ day of December, 2014.

**BETWEEN:**

**OKANAGAN COLLEGE**

with offices at 1000 KLO Road, Kelowna, British Columbia, Canada, V1Y 4X8

(the "College")

**and**

**OKANAGAN COLLEGE FOUNDATION**

with offices at 1000 KLO Road, Kelowna, British Columbia, Canada, V1Y 4X8

(the "Foundation")

**BACKGROUND:**

**WHEREAS** the College is a public, comprehensive community college created under the *College and Institute Act*, RSBC 1996, c.52, providing post-secondary education at various campuses throughout the Okanagan, region of British Columbia, Canada;

**AND WHEREAS** the Foundation is incorporated under the *Societies Act*,

**AND WHEREAS** the Foundation has the following purposes:

- stimulating voluntary private support from alumni, individuals, corporations, and foundations to enable students to participate in learning at Okanagan College;
- raising and managing private resources supporting the mission and priorities of Okanagan College;
- stimulating and providing financial support for the development and expansion of educational programs, services, capital projects, and student financial aid through scholarships, bursaries and grants;
- assisting the Okanagan College in the building of and managing endowments and in addressing, through financial support, the long-term academic and other strategic priorities of the College;
- fostering public knowledge and awareness of Okanagan College and the economic and social benefits that Okanagan College provides to the people of British Columbia;
- identifying and nurturing relationships with potential donors and other friends of Okanagan College;
- soliciting cash, securities, real property, and other private resources for the support of Okanagan College; and
- acknowledging and stewarding such gifts in accordance with donor intent and its fiduciary responsibilities;

**AND WHEREAS** the Parties wish to enter into this MOU to set forth an understanding that will contribute to the co-ordination of their mutual activities.

**NOW THEREFORE**, the parties agree as follows:

This MOU replaces the previous MOU dated March 28, 2006, between the parties.

### **Foundation Name, Seal and Logotype**

Consistent with its mission to help to advance the plans and objectives of the College, the Foundation is granted the use of the name, Okanagan College in its name, however, the Foundation will operate under its own seal and logotype and shall not use the College seal or other identifying marks in the promotion of its business and activities, except where there is mutual consent.

### **Okanagan College Governance**

- The powers and duties of the Okanagan College Board of Governors are set out the *College and Institute Act*, as amended from time to time. The Okanagan College Board of Governors is responsible for overseeing the mission, leadership, and operations of the College.
- The Okanagan College Board of Governors is responsible for setting priorities and long-term plans for Okanagan College.
- The Okanagan College Board of Governors is legally responsible for the performance and oversight of all aspects of Okanagan College operations.
- The Okanagan College Board of Governors, through the College's President, is responsible for the employment, compensation, and evaluation of all Okanagan College employees, including the Director of Advancement, whom shall also hold the position of Executive Director of the Foundation.

### **The Foundation's Relationship to Okanagan College**

- The Okanagan College Foundation is a separately incorporated, non-profit, charitable organization created to raise, manage, distribute, and steward private resources to support the various missions of the College and, where designated by the donor, other institutions of higher education in British Columbia.
- The Okanagan College Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent.
- The Okanagan College Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address the Board's fiduciary responsibilities, including expectations of individual Board members based upon ethical guidelines and policies.
- The Okanagan College Foundation relies on the College to be responsible for the employment, compensation, and evaluation of employees fulfilling responsibilities for the Foundation, including the Director of Advancement whom shall also hold the position of Foundation Executive Director.
- The Okanagan College Foundation recognizes that the College will be responsible for identifying qualified recipients and providing required documentation for the financial aid and awards funded through the Foundation, in compliance with applicable laws, College policies and deeds of gift.



Memorandum of Understanding  
Between Okanagan College and the Okanagan College Foundation

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- To ensure effective achievement of the terms of the agreement, the College and Foundation representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

### **Okanagan College's Relationship to the Foundation**

- The College President is responsible for communicating Okanagan College priorities and long-term plans, as approved by the Board of Governors, to the Foundation.
- Okanagan College recognizes that the Foundation is a private corporation with the authority to keep all records and data confidential consistent with privacy and other provincial and federal laws.
- The Executive Director of the Foundation shall be included as a member of the College's Leadership Team.
- Okanagan College shall include the Foundation as an active participant in the strategic planning for the College.
- The President of the College and the Chair of the College Board of Governors shall serve as members of the Foundation Board of Directors and shall assume a prominent role in fund-raising activities.
- The Vice-President, Finance and Administration shall serve as Treasurer of the Foundation.
- Okanagan College will collaborate with the Foundation to acknowledge and honour student recipients of Foundation awards and financial aid in award ceremonies and other appropriate events.
- Okanagan College will provide to the Foundation in-kind support including staff resources, office space, telephones, accounting services and technology, as may be reasonably necessary as determined by Okanagan College.
- Okanagan College shall establish policies consistent with privacy laws that support the Okanagan College Foundation's ability to access donor records while respecting the privacy and confidentiality of donor records.

### **Foundation Responsibilities**

#### **1. Fundraising**

- The Okanagan College Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities Okanagan College.
- The Okanagan College Foundation, in collaboration with the College President and the Okanagan College Advancement Office, will plan and implement comprehensive fund-raising and donor-acquisition programs in support of the College's mission. These programs will include without limitation annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.

Memorandum of Understanding  
Between Okanagan College and the Okanagan College Foundation

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- The Okanagan College Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the College and provide appropriate recognition and stewardship of such gifts.
- Okanagan College recognizes that the Foundation bears major responsibility for fund-raising. College representatives will co-ordinate fund-raising initiatives including major gifts solicitations with the Foundation.
- The College President will work in conjunction with the leadership of the Foundation Board and the Foundation President and Executive Director to identify, cultivate, and solicit prospects for private gifts.
- The Okanagan College Foundation shall establish and enforce policies, in keeping with policies of Okanagan College, to protect donor confidentiality and rights.

## **2. Asset Management**

- The Okanagan College Foundation will establish investment, disbursement, and spending policies that adhere to applicable federal and provincial laws, including the *Trustee Act*, as amended from time to time.
- The Okanagan College Foundation will receive, hold, manage, invest, and disburse contributions of cash, securities, real and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.
- The Okanagan College Foundation will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records and will provide Okanagan College with a copy of the annual audited financial statements, including management letters.
- The Okanagan College Foundation will report at least annually to the Board of Governors of Okanagan College on its activities.

## **3. Institutional Flexibility**

- The Okanagan College Foundation may explore opportunities, including acquisition and management of real estate, on behalf of Okanagan College for future allocation, transfers, or use.
- The Okanagan College Foundation may serve as an instrument for entrepreneurial activities for the College and engage in such activities as purchasing, developing, or managing real estate for College expansion, student housing, or international centres or other program related activities.

Memorandum of Understanding  
Between Okanagan College and the Okanagan College Foundation

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- The Okanagan College Foundation may also may hold licensing agreements and other forms of intellectual property, borrow or guarantee debt issued by third parties, or engage in other activities to increase Foundation revenue with no direct connection to a College purpose.
- When distributing gift funds to the College, Okanagan College Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. Okanagan College will abide by such restrictions and provide appropriate documentation.

#### **4. Transfer of Funds**

- The Okanagan College Foundation is the primary depository of private gifts and will transfer funds to the designated department or student recipient within Okanagan College in compliance with applicable laws, College policies, and deeds of gift.
- The Okanagan College Foundation will transfer funds to student award recipients as identified by Okanagan College, in compliance with applicable laws, College policies and gift agreements.
- The Okanagan College Foundation's disbursements on behalf of the College must be reasonable, support the institution, consistent with donor intent and lawful.

#### **Foundation Funding and Administration**

- Okanagan College is responsible for establishing an annual operating budget to underwrite the cost of Foundation programs, operations, and services.
- The Okanagan College Foundation retains the right to use a reasonable percentage of the annual unrestricted funds, assess fees for services, or impose an administrative fee on the assets it manages, to support its operations.
- Okanagan College will provide office space, computer and telephone systems, utilities, adequate personnel, office supplies, and other such services that may be reasonably necessary or required to fulfil its responsibilities and obligations to support the Okanagan College Foundation.
- The Okanagan College Foundation shall maintain, at its own expense, copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.
- Okanagan College will provide access to data and records to the Okanagan College Foundation on a need to know basis in accordance with applicable laws, College and Foundation policies and guidelines.

#### **Termination**

Either party may, upon 90 days prior written notice to the other, terminate this agreement. Notwithstanding the forgoing, either party may terminate this MOU in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written notice.

Memorandum of Understanding  
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Should the College choose to terminate this agreement the Foundation may require the College to pay, within 180 days of written notice, all debt incurred by the Foundation on the College's behalf including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives.

Upon the winding up or dissolution of the Foundation, the funds and property remaining after the payment of all costs, charges, and expenses properly incurred in the winding up or dissolution, including the remuneration of a liquidator, and after payment to employees of the Foundation of any arrears of salary or wages, and after payment of any debts of the Foundation (the "Remaining Funds and Property") shall be distributed to Okanagan College if at the time of distribution Okanagan College still exists, and either a charity registered under the *Income Tax Act* (Canada) or a qualified donee as allowed under the *Income Tax Act* (Canada) as shall be designated by the Directors of the Foundation and any remaining Funds and Property which had originally been provided for specific purposes shall, wherever possible, be distributed to qualified donees or charities registered under the provisions of the *Income Tax Act* (Canada) carrying on work of a similar nature to such specific purposes. The provision is unalterable.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

\_\_\_\_\_  
Chair  
Okanagan College Board of Governors

\_\_\_\_\_  
President  
Okanagan College Foundation

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
President  
Okanagan College

\_\_\_\_\_  
Executive Director  
Okanagan College Foundation

Date: \_\_\_\_\_

Date: \_\_\_\_\_