

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

**Tuesday, January 29, 2008 11:30 a.m.
Room S103B, Kelowna Campus**

Approved March 25, 2008

Members Present: J. Shaw, J. Hamilton
J. Lister
B. Cooke
P. Johnson
L. Kayfish
B. Hughes
M. Conlin
A. March
E. Brighthouse- Warren
R. Gee

Regrets: A. Tozer
A. Langley
P. Terbasket

Board Secretary: L. Le Gallee

Vice Presidents: B. Eby
A. Hay
S. Koehle

Directors: A. Coyle

Observers: J. Yacheson, Administrators Association
S. Rossouw, Student
A. Bates, Student
A. Nelson, Student

Regrets: C. McRobb, BCGEU Vocational Instructor
P. Murray, OC Faculty Association
G. Born, BCGEU Support Staff
Kalamalka Student Association

Guests: H. Schneider, G. Dickinson
Media: J. Lamb (Power 104 News); L. McLatchie (CHBC), R.
Barton (Sun FM News
Students

There being a quorum present, B. Eby called the meeting to order at 11:40 a.m.

1. APPROVAL OF AGENDA

Motion: B. Cooke/J. Shaw

"BE IT RESOLVED THAT the January 29, 2008, OC Board open session meeting agenda is approved"

The following changes were made to the agenda:

- Motion for item 4 was revised to read “January 29”;
- Item 9.1.1 was moved to 8.3;
- Item 11.2 will be deferred until the next meeting.

The student member requested that students be given a chance to question the Board members as follow up from the consultation process.

B. Eby stated this proposed request would be addressed once the Chair was in place.

CARRIED AS AMENDED

2. MEMBER SIGNING CODE OF CONDUCT AND NEW MEMBER OATH OF OFFICE

R. Gee took Oath of Office. All members signed the Code of Conduct.

J. Yacheson arrived at 11:40 a.m.

3. ELECTION OF CHAIR AND VICE CHAIR (B. Eby)

B. Eby called for nominations to the position of Chair. M. Conlin nominated J. Shaw; she accepted the nomination. Second call; no nominations. Third call, no nominations. J. Shaw was declared Chair for the term January 29, 2008 to January 26, 2009.

B. Eby called for nominations to the position of Vice Chair. J. Lister nominated L. Kayfish; he accepted the nomination. Second call; no nominations. Third call, no nominations. L. Kayfish was declared Vice Chair for the term January 29, 2008 to January 26, 2009.

J. Shaw assumed the Chair.

J. Shaw made a statement in which she acknowledged J. Lister's service as Vice Chair and stated her gratitude to the President and his Executive team for their continued support.

Revision to the Agenda:

In response to the proposed request, the Chair disallowed it. There would be insufficient time to allow individuals questions from the student body; 10 minutes has been allocated to each presentation.

4. APPOINTMENT OF BOARD OBSERVERS

Motion: N. Brighthouse Warren/A. March

“BE IT RESOLVED that the following people be appointed as Student Board Observers for the term January 29, 2008 to August 31, 2008:

Representing the Okanagan College Students' Union:

Sean Rossouw, Salmon Arm

Andrew Bates, Penticton

Andrew Nelson, Kelowna”.

“BE IT RESOLVED that the following people be appointed as Board Observers for the term January 29, 2008 to December 31, 2008:

**Cam McRobb, representing the BCGEU Vocational Instructors;
Peter Murray, representing the Okanagan College Faculty Association;
Jo-Anne Yacheson, representing the Okanagan College Administrators’;
Gerry Born, representing the Okanagan College BCGEU Support Staff”.**

CARRIED

5. DECLARATION OF CONFLICT

No conflicts were declared.

6. APPROVAL OF MINUTES - November 27, 2007

Motion: B. Hughes/A. March

“BE IT RESOLVED THAT the November 27, 2007, open minutes are approved.”

CARRIED

G. Dickinson, RAC Vice Chair, arrived at 11:45 a.m.

7. BUSINESS ARISING FROM THE MINUTES

In response to item 6.3 of the minutes, B. Eby stated that there was an announcement made on pine beetle infestation funding before Christmas and Okanagan College did not receive any funding.

7.1 2008 Board Meeting Schedule

Motion: J. Lister/A. March

“BE IT RESOLVED that the Board approve the Meeting Schedule for 2008 as presented”.

CARRIED

N. Brighthouse Warren opposed

8. PRESENTATIONS/DELEGATIONS

8.1 Regional Dean (H. Schneider)

Presentation was made.

In a response to a question with regard to the Residence Feasibility Study, H. Schneider stated that the focus group was comprised of students living in residences and some not in residence. This study will come to the Campus Planning Committee once the budget is passed. A strategy will be developed so that it can go forward.

In response to a second question with regard to the College's presence on the Westside, H. Schneider stated that the community would prefer a physical presence in their region as transportation is an issue.

8.2 Chair, Regional Advisory Committee (G. Dickinson, Vice Chair)

G. Dickinson congratulated the Board on their wisdom in creating a Regional Dean for the Central Okanagan position and the subsequent establishment of a Regional Advisory Committee.

8.3 Student Presentation (A. Nelson)

A copy of A. Nelson's presentation was given to the Board office.

The students raised two questions:

- 1) Does the Board believe increasing tuition is in line with the 1963 McDonald report (with regard to access).
- 2) Does the College make a profit off students, and what is the \$2 million dollar surplus for?

B. Eby stated that under Board policy (Unrestricted Net Assets and Internally Restricted Net Assets) the surplus is designed to address dramatic changes during the year (drop in enrolment, decrease in funding). It is used only when necessary. To access this account requires Board of Governors approval.

J. Hamilton stated that the College has two sources of funding: government grants (61 % of the budget) and student tuition (which account for 22% of the budget) with the remainder being ITA, contracted services and miscellaneous. He further stated that the BC College Presidents (BCCP), who advocate on behalf of colleges, has made the government aware of the challenges faced by colleges.

A. Nelson presented the Board with a petition containing student signatures stating their opposition to the tuition increase and request for a 10% decrease.

J. Shaw stated that under the College and Institute Act the Board is charged to act on behalf of the institution for the betterment of the College and the public. Raising tuition is a difficult thing for the Board to deal with. The budget must be balanced and the board must make sure the institution's finances are protected at all times. Board members take their responsibility very seriously. The students are the reason for the College, recognizing that an increase would increase hardship to students, there is a need to balance the budget and provide services.

9. NEW BUSINESS/RESOLUTIONS

9.1 Tuition

Motion: B.Cooke/J. Lister

"BE IT RESOLVED that the motion from the November 27, 2007, meeting be removed from the table".

Motion: B. Cooke/ P. Johnson

"BE IT RESOLVED THAT the Board of Governors approve an inflationary increase to general tuition to be applied in 2008/09 up to the maximum allowable by the Provincial Government".

J. Shaw stated that the Board takes their fiduciary responsibility very seriously. Administration was directed to conduct student consultations so students could share opinions and concerns. The Board has been fully briefed on the result of these consultations. She noted that the College has held firm in the last two years so that tuition would stay the same, however, the College is now facing unfunded costs. This increase will help fund ongoing costs. This decision has been made for the good of the college with the anticipation of tighter budgets in the future.

B. Cooke stated that the motion is recommended from the Finance and Audit Committee with the anticipation of tighter budgets in the future; this is recommended for the good of the College.

Members comments:

B. Cooke – in favour of increase.

N. Brighthouse Warren: oppose the increase. Quality education must be accessible, high demand programs are expensive; concern that students will move where they can gain cheaper tuition. Students are being asked to share the burden that should be carried by the provincial government.

M. Conlin – oppose the increase. \$60/year will not generate a huge amount of money.
P. Johnson – in favour of increase. Tuition has not increased for two years, it is needed.
J. Lister – in favour of increase. Budget implications have been outlined.
A. March – in favour of increase. Increase will allow the College to continue to offer quality education.
B. Hughes – in favour of increase. The Board does not take this lightly, 1/3 of the cost of education is due to tuition; 2/3 is housing, food, transportation. He encouraged students to lobby against these costs.
L. Kayfish – in favour of increase. Confident the increase will protect the value of the education being offered.

B. Eby stated that a preliminary estimate of the budget was presented to the Board at their In Camera meeting. He noted that it is significant that the one time funding in past years will likely not be received this year; there are a number of expenditures and that in combination with cost pressures not met by the Ministry, the budget will be a challenge to meet. How to meet this shortfall will be discussed over the next month.

A. Langley was unable to sit at the table due to the fact her education goals changed in early January and she is not in any classes this semester; thereby rendering her ineligible to hold her position at the table. The Chair invited her to speak.

A. Langley stated pressure needs to be put on the government to fund education to a larger degree. There are not enough scholarships and grants; and student loans are not a proper way of funding education.

A Bates stated that the motion does not encourage accessibility or marketability of the institution. It does not take into account the quality of education; and it contradicts the Tuition Principles.

The Chair thanked students for their attendance and presentation.

**CARRIED 6
OPPOSED 2**

G. Dickinson, media and students left at 12:50 p.m.

9.2 Education Council Approvals (R. Gee)

9.2.1 Academic Schedule

Motion: R. Gee/B. Hughes

“BE IT RESOLVED that the Board approve the 2008-2009 Academic Schedule for 2008-2009 as recommended by Education Council.”

R. Gee stated that this schedule presents increased challenges every year. Discussions continue as to whether there should be a November reading break; and how long should an exam schedule be. Council continues to discuss developing some general policies for this schedule that can be used on a yearly basis.

CARRIED

9.3 Governance Committee (J. Lister)

9.3.1 Mandatory Retirement Policy

Motion: M. Conlin/J. Lister

“BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the Mandatory Retirement Policy as presented”.

CARRIED

9.4 Finance and Audit Committee

9.4.1 Signing Authority

Motion: B. Cooke/J. Lister

"BE IT RESOLVED:

(1) That Jim Hamilton – President; Robert Eby – VP Finance & Administration; Andrew Hay – VP, Education; Steve Koehle – VP, Integrated Planning & Operations and Chi-Fui Chong– Director, Financial Services of Okanagan College (the "Corporation") be and are hereby authorized for and on behalf of the Corporation to enter into arrangements for the deposit and withdrawal of funds, credit facilities and other financial services with The Toronto-Dominion Bank, TD Mortgage Corporation, TD Pacific Mortgage Corporation, Canada Trustco Mortgage Company and The Canada Trust Company (collectively, the "Bank") for credit to the Corporation's account only all or any cheques and other orders for the payment of money, and for that purpose to endorse the same on behalf of the Corporation either in writing or by rubber stamp.

(2) That all cheques of the Corporation be drawn in the name of the Corporation and be signed on its behalf by any two of:

**Jim Hamilton – President
Robert Eby –VP, Finance & Administration
Andrew Hay – VP, Education
Steve Koehle – VP, Integrated Planning & Operations
Chi-Fui Chong– Director, Financial Services**

with the exception of the Okanagan College's Emergency Loan Account #0277-5213145 which will be signed on its behalf by any two of the above for any amount, or any two of the following for up to \$1,500:

**Russ Winslade – Director, Student Services
Sandi Gould – Financial Aid Officer
Marilyn Beveridge – Financial Awards Assistant
Cheryl Brabrandt – Financial Awards Assistant**

(3) That _____ designated Okanagan College Staff _____ be and are hereby authorized for an on behalf of the Corporation from time to time to receive from the said Bank a statement of the account of the Corporation together with all relative vouchers and all unpaid bills lodged for collection by the Corporation and all items returned unpaid and charged to the account of the Corporation, and to sign and deliver to the Bank the Bank's form of verification, settlement of balance and release.

(4) That _____ designated Okanagan College Staff _____ be and are hereby authorized for and on behalf of the Corporation to obtain delivery from the Bank of all or any stocks, bonds and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefore.

(5) That this resolution be communicated to the Bank and remain in force until written notice to the contrary shall have been given to the Manager for the time being of the branch of the Bank at which the account of the Corporation is kept and receipt of such notice duly acknowledged in writing.

We certify that the above is a true copy of a resolution passed at a meeting of the Okanagan College duly convened and regularly held in accordance with the law governing the said Corporation on the ___ day of ___, 2008."

CARRIED

9.5 Executive Committee (J. Shaw)

9.5.1 Consent Agendas

Changing the agendas in this way will allow for more time for strategic discussions at the Board table.

Members discussed ways to eliminate paper and receive the agendas in a more timely manner. Agendas could be available online prior to the meeting and then projected on a screen during the meeting; or emailed out ahead of time and then hardcopies available at the meeting. Options will be considered by the Board office.

Motion: B. Cooke/J. Lister

“BE IT RESOLVED that the Board approve the use of consent agendas, as recommended by the Board Executive Committee.”

CARRIED

10. REPORTS

10.1 Board Chair Report (J. Shaw)

J. Shaw welcomed R. Gee to the Board.

Upcoming events include:

- February 1 Home for Learning Reception in Summerland. B. Hughes is attending this.
- J. Shaw and B. Cooke will be attending a Crown Audit Workshop on February 1st.
- The Business banquet is March 13th, if you wish to attend please contact L. Le Gallee for tickets.
- ACCC is in Prince George this year May 25-28th.

10.2 President’s Report (J. Hamilton)

Nothing to add.

10.3 Governance Committee (J. Lister)

The electronic copy of the Board evaluation will be distributed by the end of the week. Comments will be due by February 21st. Data will then be sent to an external facilitator for development of a report.

10.4 Education Council (A. Cossentine)

Nothing to add.

10.5 Reports from Observers (Y. Yacheson)

The Administration Association has awarded two scholarships (one to a staff member and one to a child of a staff member of the College).

11. INFORMATION ITEMS

11.1 Update on Regional Advisory Committees (A. Hay)

An update was made available at the table.

A. Hay stated that the Terms of Reference need to be revised because the Shuswap Revelstoke region has two groups, these groups meet regularly and get together as one large group on an annual basis. The Terms need to be revised to reflect this.

Each RAC has about 20 members with the Shuswap/Revelstoke dividing the 20 members. They all meet regularly, the North Okanagan RAC was reformulated in September under J. Lent's guidance.

It was noted by the Chair that the advocacy plan that is being developed should address the requirement for Board members to attend meetings or not.

11.2 ITA Training Plan (A. Hay) - deferred

12. TOPICS FOR NEXT MEETING

A member suggested that the Chair write the student observers and stress the importance of attending meetings in their entirety.

Concerns were raised with regard to the inability for A. Langley to sit at the Board table during this meeting.

Motion: B. Cooke/M. Conlin

“BE IT RESOLVED that all effort will be made to assist A. Langley to meet eligibility requirements so that she may remain on the Board for her term”.

CARRIED

13. OTHER BUSINESS

14. DATE OF NEXT MEETING

March 25, 2008, Vernon Campus

15. ADJOURNMENT

The meeting adjourned at 1:50 p.m.