

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

**Tuesday, June 28, 2011, 10 a.m.  
Room E102/103, Vernon Campus**

**Approved October 25, 2011**

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Members Present: P. Bourbeau  
M. Conlin  
J. Gabanowicz  
J. Hamilton (President)  
R. Gee  
B. Hughes  
L. Kayfish (Chair)  
D. Manning  
S. Nahal  
Y. Pinder  
L. Rozniak  
T. Styffe  
L. Swite-Ghostkeeper

Regrets: B. Cooke

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: T. Walters, OCFA (arrived at 10:40 a.m.)

Regrets: C. McRobb, BCGEU Vocational  
C. Athay, Student, Salmon Arm  
C. Nelmes, Student, Penticton  
J. Haynes, Student, Kelowna

Guests: E. Reist  
J. Lister  
J. O' Brien

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There being a quorum present, the Chair called the meeting to order at 10:25 a.m.

The Chair made the following remarks:

- Congratulated R. Gee for his reelection as Chair of Education Council;
- Noted that D. Manning, S. Nahal, Y. Pinder and L. Swite-Ghostkeeper have been reappointed until July 2014;
- Recognized B. Hughes for organizing a successful conference, TEDxOkanagan College in Penticton on June 25<sup>th</sup>. He presented B. Hughes with a gift;

**1. APPROVAL OF AGENDA**

**Motion:** P. Bourbeau/B. Hughes

***“BE IT RESOLVED THAT the June 28, 2011, OC Board open session meeting agenda is approved”.***

Item 8.1 was removed from the agenda.

**MOTION CARRIED AS AMENDED**

**2. DECLARATION OF CONFLICT**

No conflicts were declared.

**3. CONSENT AGENDA**

**Motion:** D. Manning/T. Styffe

***“BE IT RESOLVED THAT the Consent Agenda be approved as presented.”***

**Items Approved:**

***“BE IT RESOLVED THAT the May 17, 2011 Open Session minutes were approved.”***

**MOTION CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

**5. PRESENTATIONS/DELEGATIONS**

**5.1 Sustainability Programming (A. Hay)<sup>1</sup>**

Additional information can be accessed at: [www.alivingclassroom.com](http://www.alivingclassroom.com)

Accelerate Okanagan's role is one of support as opposed to leading in research. The College will continue to focus on teaching while playing a role in pure research. Faculty will be supported in their research endeavours.

**5.2 Regional Dean Report (J. Lister)**

Regional Dean's report:

- With regard to sustainability: the Campus is involved with the development of a 2 acre community farm. The District of Coldstream is preparing the site for soil. A Steering Committee has been established, they are currently reviewing technical issues and the educational opportunities such a farm will present. This is still in the planning stages, a strategic plan will be developed over the next few months.
- Enrolments: currently enrolments at the campus are 3% higher than last year; registration opens next week. Trades is doing well (some programs are full); In Health the Human Service Worker program is full, applications are being submitted for other programs for the Fall.
- Partnerships: the Regional Dean is in discussions for a low income housing project possibility in Armstrong for Residential Construction program, and the community farm and the partnerships this will generate.

**6. NEW BUSINESS/RESOLUTIONS**

**6.1 Vernon Students' Association Fee Schedule (E. Reist)**

In January the Student Association approached the health benefits insurance broker prior to setting the fee structure for 2011/12. They were informed fees would increase due to the increase in usage so at the AGM in March they set the fee structure with a modest increase. In April they found there would be a

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<sup>1</sup> Presentation can be found at My Okanagan/Board of Governors/Board meetings/2011/Presentations

\$15,000 shortfall with the new fee structure. This issue was taken to the students and by simple majority at a special meeting they decided to shoulder the debt, therefore, the increase is \$12/semester for dental and \$5/semester for health. This increase would eliminate the shortfall.

Members were reminded that the Board does not approve the fees just the fact that the College will collect the fees on behalf of the students.

**Motion:** L. Rozniak/T. Styffe

***“BE IT RESOLVED THAT the Board of Governors approve the revised fee schedule for the Vernon Students’ Association as presented”***

**MOTION CARRIED**

*J. Lister and E. Reist left the meeting at 11:05 a.m.*

## **6.2 Accountability Plan and Report (S. Koehle)**

The VP, Students recognized that the bulk of the work on this report is done by A. Coyle and J. O’Brien.

The Accountability Plan is a yearly requirement by the Ministry. The Ministry will post all College reports on their website.

He highlighted that the College has exceeded the growth targets; since its inception, the College has grown 22%.

**Motion:** P. Bourbeau/D. Manning

***“BE IT RESOLVED THAT the Board of Governors approve the Accountability Plan and Report 2010-2014 as presented”.***

**MOTION CARRIED**

## **6.3 Update on Key Performance Indicators (KPI) (S. Koehle)**

There is some overlap between the KPIs and the Accountability Report.

Significant changes since the Board saw the KPIs last time are:

#5 (Student Engagement): the engagement tool has been developed; results should come out the end of July or early August;

#16 (Sustainability): the College had not become part of the STARS rating system when this was first introduced, since then a significant amount of work has been done;

#10 (Employee Engagement): the College is now looking for options and instruments to assist tracking this KPI.

With regard to transitioning from high school to post secondary, a grad survey was done and it stated 80% of students want to pursue higher education, transition rates do not translate the same. J. O’Brien has been working on gathering additional information. The expectation is that the school districts will become more involved in this area in the future.

Currently there is no central federal database that tracks students from graduation to 8 years out. This is tracked in BC through the Passport to Education, but only if students attend public BC institutions.

There is a committee working on KPIs for the sector at the provincial level, Okanagan College is the first College in BC to establish measurements.

**Motion:** D. Manning/T. Styffe

***“BE IT RESOLVED THAT the Board of Governors accept the Key Performance Indicator (KPI) Report for information”.***

**MOTION CARRIED**

*J. O'Brien left at 11:45 a.m.*

#### **6.4 Education Council (R. Gee)**

##### **6.4.1 Program Approvals**

Education Council met yesterday to approve additional graduands as there is a ceremony today and tomorrow.

All four motions are due to adding new courses as electives.

Currently the Diploma in Publishing and Writing is listed by semester in the calendar, this Diploma has gone to a year by year course listing. The Education Council Chair expressed his concern that first year students will be confused by this format and will not get the courses they need. The Department has assured him that they will guide the students through the course selection process.

**Motions:** R. Gee/M. Conlin

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Bachelor of Business Administration Degree (Management Specialty), as recommended by Education Council and as presented here”.***

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

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Diploma in Media and Cultural Studies, as recommended by Education Council and as presented here”.***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Diploma in Writing and Publishing, as recommended by Education Council and as presented here”.***

**MOTIONS CARRIED**

#### **6.5 Finance, Audit and Risk Review Committee (L. Swite-Ghostkeeper)**

##### **6.5.1 Safe Disclosure Policy**

**Motion:** L. Swite Ghostkeeper/Rick

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Safe Disclosure Policy as recommended by the Finance, Audit and Risk Review Committee with the provision that operational changes can be made by administration without requiring Board approval”.***

A member noted that within the College it is possible to set up generic email addresses such as [VPFinance@okanagan.bc.ca](mailto:VPFinance@okanagan.bc.ca). This could replace the positions noted in 4.1.2.1 and eliminate the need to change the policy if the person in the position were to change. This may work for the anonymous reporting as well. **The VP, Finance stated he would look into this.**

**MOTION CARRIED**

**7 VERBAL REPORTS**

**7.1 Board Chair Report** (L. Kayfish)

Nothing to report.

**7.2 President's Report** (J. Hamilton)

Okanagan College will be hosting ACCC in Penticton in 2013.

Members may be interested in this year's CBC Radio Contest "Verse of the Summer". This year's theme is "Conversations Overheard" and all are welcome to submit ideas.

**7.3 Members' Reports from ACCC** (M. Conlin/T. Styffe)

Members stated that it was well worth attending. Most workshops confirmed that the College is a leader in numerous areas (such as sustainability).

The President encouraged members to think about being presenters for 2012 and 2013; as well to put forward nominations for Excellence Awards.

**8. INFORMATION ITEMS**

**9. TOPICS FOR NEXT MEETING**

**10. OTHER BUSINESS**

**11. FOR THE GOOD OF THE INSTITUTION**

**12. DATE OF NEXT MEETING**

October 25, 2011, Kelowna Campus

**13. ADJOURNMENT**

The meeting adjourned at 12:10 p.m.