

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

**Tuesday, March 27, 2012, 10 a.m.
Room S103B, Kelowna Campus**

Approved April 24, 2012

Members Present: M. Conlin
B. Cooke (by teleconference)
C. Denesiuk
J. Hamilton (President)
R. Gee
L. Kayfish (Chair)
D. Manning
M. Marino
Y. Pinder
L. Rozniak
R. Saunders
T. Styffe
L. Swite-Ghostkeeper

Regrets: A. Hay
S. Nahal

Board Secretary: L. Le Gallee

Vice Presidents: B. Eby
C. Kushner

Directors: A. Coyle

Observers: T. Walters, OCFA
N. Ankerstein, Admin. Association

Guests: D. Westmacott (OCSU)

Regrets: C. McRobb, BCGEU Vocational
C. Athay, Student
N. Di Iuorio, Student
J. Haynes, Student

There being a quorum present, the Chair called the meeting to order at 10:05 a.m.

1. APPROVAL OF AGENDA

Motion: L. Rozniak/T. Styffe

“BE IT RESOLVED THAT the March 27, 2012, OC Board open session meeting agenda is approved”.

MOTION CARRIED

2. OATH OF NEW MEMBER – C. Denesiuk

Signed and sworn.

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. CONSENT AGENDA

Motion: T. Styffe/Y. Pinder

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

Items Approved:

“BE IT RESOLVED THAT the January 24, 2012, Open Session minutes were approved.”

“BE IT RESOLVED THAT the Board agrees to collect student fees for Okanagan College for 2012/13 on behalf of the Okanagan College Student Union and the Vernon Student Association as outlined in the submissions that are included in the agenda”.

“BE IT RESOLVED THAT the Board approves the revised 2012 Meeting Schedule as presented”.

MOTIONS CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. PRESENTATIONS AND DELEGATIONS

7. NEW BUSINESS/RESOLUTIONS

7.1 Education Council (R. Gee)

7.1.1 Program Approvals

Inclusive Post Secondary Education Certificate

The OCSU raised a question with regard to the following reference in the Program Outline: “The selected academic options will be complemented by individually-chosen Student Life Options: clubs, study partner, learning centre, lunch in cafeteria, student society, fitness, library.....”.

Concerns raised included: ASE does not currently pay fees so they would be ineligible with regard to the student society; staff have limitations when dealing with these students as staff does not have specific training or qualifications.

The Education Council Chair noted that the intent of the program is for students to participate as fully as they can in everyday college life; it is listed as an option. The program is for students who have the desire and capacity to further their education. This may lead them to take other courses on a modified basis.

It was determined that something of this nature falls under the Bylaws of OCSU, so was recommended that the VP, Education consult with OCSU for possible amendments.

The Executive Director of OCSU was agreeable to this option.

Motion: R. Gee/M. Conlin

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program, Inclusive Post Secondary Education Certificate, as recommended by Education Council and as presented here”.

MOTION CARRIED

Advanced Skills Certificate B
Advanced Skills Certificate A
Basic Skills Certificate A

Motions: R. Gee/M. Conlin

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Advanced Skills Certificate B, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Advanced Skills Certificate A, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Basic Skills Certificate A, as recommended by Education Council and as presented here”.

Courses were added in response to student demand.

MOTIONS CARRIED

Administrative Assistant Fundamentals
Administrative Assistant Certificate
Office Assistant Certificate

Motions: R. Gee/L. Rozniak

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Administrative Assistant Fundamentals, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Administrative Assistant Certificate as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Office Assistant Certificate, as recommended by Education Council and as presented here”.

Students were finding that some of the courses were using software that was outdated, as well as they needed more hours, they were missing practicum, therefore a revision was required.

MOTIONS CARRIED

Admissions Appeal Policy

Motion: R. Gee/D. Manning

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Admissions Appeal Policy, as recommended by Education Council and as presented here”.

MOTION CARRIED

Accounting Assistant Certificate
Medical Administrative Assistant Certificate

Motion: R. Gee/L. Rozniak

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Accounting Assistant Certificate, as recommended by Education Council and as presented here”.

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision, Medical Administrative Assistant Certificate, as recommended by Education Council and as presented here”.

The expectations have been clarified, and the students are now required to take two practicums.

MOTIONS CARRIED

Water Engineering Technology Diploma

Motion: R. Gee/T. Styffe

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

Okanagan College is the only institution who offers this program in BC. These changes were driven by the Program Advisory Committee.

MOTION CARRIED

Education Council is very busy this year, they normally see 200 proposals a year, however, this year they have already reviewed 120.

7.2 Finance, Audit and Risk Review Committee (B. Cooke)

7.2.1 Okanagan College 2012/13 Budget

The Committee agreed approval of the budget be delayed until additional work and consultation has been done.

Motion: B. Cooke/T. Styffe

“BE IT RESOLVED THAT the Board of Governors authorize operating expenditures for April (estimated to be \$7,800,000) and capital equipment expenditures not to exceed net depreciation (estimated to be \$1,860,000) until a budget is authorized by the Board as recommended by the Finance, Audit and Risk Review Committee”.

“BE IT RESOLVED THAT the Board of Governors authorize extension to contracts of those employees which expire on March 31, 2012, and whose continued appointment is subject to budget approval, for the month of April, or until the budget is authorized by the Board if earlier as recommended by the Finance, Audit and Risk Review Committee”.

MOTION CARRIED

7.2.2 Year End Activities

The Board has the opportunity for an agreement with OCF as the capital plan has been completed in the current year. The College has an option for OCF to pay back the loan or it could be forgiven if a surplus occurs. The proceeds would then offset capital expenditures.

The VP Administration stated that he anticipates that the College will break even this year.

Most of the \$62,500 is related to personnel that were hired for the campaign.

Motion: B. Cooke/Y. Pinder

“BE IT RESOLVED THAT the Board of Governors forgive the outstanding receivable from the Okanagan College Foundation for capital campaign expenses (estimated to be approximately \$62,500) to the extent possible without creating a year end consolidated statement deficit, provided that the Foundation transfer all monies received from donations for capital projects to the College, as recommended by the Finance, Audit and Risk Review Committee”.

MOTION CARRIED

8 VERBAL REPORTS

8.1 Board Chair Report (L. Kayfish)

The following convocations ceremonies are scheduled: June 1 Trades Commencement (6 p.m.); June 2 Spring Convocation (10:30, 1:30 and Tributes Dinner in the evening); June 27 Vernon Commencement (4:30 p.m.); and June 28 Summer Convocation (6 p.m.). Members were asked if they could attend any of the ceremonies to let the Board office know. The Chair is unable to attend June 27th and 28th so will need a Board member to cover these ceremonies.

The Chair is participating in the upcoming College Half Marathon.

He attended a MBCC (Members' Board Compensation Committee) meeting on March 15th. He has agreed to Chair this Committee for the time being. A briefing note will be provided to Board members in April.

8.2 President's Report (J. Hamilton)

The President noted the Business of the Year award the College received from the Penticton and Wine Country Chamber of Commerce. He noted this is due to hard work by a number of different individuals.

The fourth annual President's Student Ambassadors dinner was held on March 21st. This honours students who compete in a number of competitions who represent the College. 167 students, coaches and mentors were invited this year.

8.3 Chair, Governance Committee (Y. Pinder)

The Committee met recently to discuss workshop topics and the Fall retreat. Members were asked to share ideas for workshop topics with Y. Pinder or the Board office.

The Fall Retreat will cover such topics as how the College markets itself, and how the College differentiates itself from others. Members were asked to contribute additional ideas they may want more detail on.

9. INFORMATION

9.1 FTE Report (A. Coyle)

This information is a component of the yearly Accountability Plan. This year numbers are down 4.5%.

The ITA numbers differ every year, this is due to sector issues in BC.

All institution's numbers have decreased for ESL and Trades.

The average age of an OC student is 26.5 years; there is an increase in University Transfer science students this year, this may be due to the desire to attend OC instead of other institutions.

10. TOPICS FOR NEXT MEETING

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

13. DATE OF NEXT MEETING April 24, 2012 Kelowna Campus

14. ADJOURNMENT

Motion: T. Styffe/C. Denesiuk

MOTION CARRIED

The meeting adjourned at 11:10 a.m.