

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

**Tuesday, November 30, 2010, 10:30 a.m.  
Room S103B, Kelowna Campus**

**Approved January 25, 2011**

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

Regrets: P. Bourbeau  
J. Gabanowicz  
S. Koehle  
A. Coyle

Board Secretary: L. Le Gallee

Vice Presidents: B. Eby  
A. Hay

Observers: L. Graham, Admin. Association  
T. Walters, OCFA

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

Guests: H. Stewart, C. Ulmer

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There being a quorum present, the Chair called the meeting to order at 10:35 a.m.

The Chair congratulated T. Styffe on his reappointment to the Board.

**1. APPROVAL OF AGENDA**

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

***“BE IT RESOLVED THAT the October 26, 2010, OC Board open session meeting agenda is approved”.***

The Oath of the New Member was removed from the agenda.

**MOTION CARRIED AS AMENDED**

**2. DECLARATION OF CONFLICT**

No conflicts were declared.

### **3 CONSENT AGENDA**

**Motion:** T. Styffe/Y. Pinder

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

**MOTION CARRIED**

**Items Approved:**

***“BE IT RESOLVED THAT the October 26, 2010, Open Session minutes are approved.”***

***“BE IT RESOLVED that the following persons be appointed as Board Observers for a one year term from November 30, 2010 to November 29, 2011:***

***Tim Walters, representing Okanagan College Faculty Association***

***Cam McRobb, representing the BCGEU Vocational Instructors***

***Lynn Grahame, representing the Administrators Association***

***Chad Athay, Student, Shuswap Revelstoke;***

***Cory Nelmes, Student, South Okanagan- Similkameen;***

***Jordan Haynes, Student, Central Okanagan”***

### **4. BUSINESS ARISING FROM THE MINUTES**

### **5. PRESENTATIONS/DELEGATIONS**

#### **5.1 Update on College Wide Goals and Operational Imperatives (J. Hamilton)**

A point of clarification noted was that the College Wide Goals (CWG) are set every year and are issues that the institution has chosen to work on, while the Operational Imperatives are typically government directions which the College has no control over.

CWG may not be required after the Long Term Education Plan (LTEP) is approved. CWG are of an intermediate term and are designed to form a bridge between the Strategic Plan and the annual operational plans.

With regard to Goal #4 (Alumni), the difficulty encountered here stems from the nature of the College's programming. It is more challenging for colleges than universities to build and maintain alumni associations. K. Butler is making progress and maintains contact with alumni for events,

With regard to Goal #3, a new or improved employee survey will take place in 2011. The issue is that the current survey does not address employee engagement vs. employee satisfaction. Moreover, we are still seeking an instrument that allows for benchmarking against other, similar institutions.

### **6. NEW BUSINESS/RESOLUTIONS**

#### **6.1 Key Directions (J. Hamilton/H. Stewart)**

The Board has reviewed the Key Directions in previous months, but has not reviewed the Performance Indicators prior to this submission. This submission is for feedback and for approval.

A member proposed that Financial Sustainability be removed from Sustainability and further proposed that it become a Guiding Principle as this is a daily activity of the College and is a principle the College is governed by.

**Motion:** B. Cooke/Y. Pinder

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***“BE IT RESOLVED THAT the Okanagan College Board of Governors direct administration to craft appropriate language to add Financial Sustainability to the Guiding Principles”.***

**MOTION CARRIED**

Points noted included:

- The Administration is trying to determine the best measuring tool for employee satisfaction;
- Two student surveys will be conducted every year, one to measure student satisfaction and one to measure student engagement;
- A Board member asked about performance indicators with regard to Alumni. The President noted that the Director of Advancement is still working on metrics with the Alumni Association.
- A Board member noted that international travel (and the partnerships this cultivates) is a valuable investment for the institution;
- Once the Key Directions are approved, the VP, Finance and Administration will have more information available for the Board with regard to sustainability;
- The KPIs are being refined and will come to the Board in March 2011;
- Reports will come to the Board on a regular basis with regard to these initiatives. Much work has been done to ensure that the Key Directions and Objectives are relevant for a longer period of time than was the case with the first strategic plan.

The President asked members to email A. Coyle if they have input as to how to present these graphically. When complete, the Key Directions and the rest of the strategic plan will be shared widely.

**Motion:** B. Cooke/L. Rozniak

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Key Directions 2010/2015 as presented here”***

**MOTION CARRIED**

H. Stewart left at 11:50 a.m.

## **6.2 Education Council (A. Hay)**

### **6.2.1 Program Approvals**

**Motions:** R. Gee/L. Swite-Ghostkeeper

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Water Quality and Environmental Engineering Technology Program (renamed to Water Engineering Technology), as recommended by Education Council and as presented here”.***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Therapist Assistant Diploma Program, as recommended by Education Council and as presented here”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new Diploma in Journalism Studies as recommended by Education Council and as presented here”***

It was noted that the Diploma in Journalism Studies will provide students with a means of continuing into a degree in this field. This program still needs to go through the budget approval process before a decision is made as to whether it will be offered.

**MOTIONS CARRIED AS AMENDED**

## **6.3. Governance Committee (Y. Pinder)**

### **6.3.1 Board Meeting Schedule 2011**

**Motion:** T. Styffe/S. Nahal

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Meeting Schedule for 2011 as presented here”***

The committees for February will be held on March 1<sup>st</sup>.

**MOTION CARRIED**

### **6.3.2 Campus Planning Terms of Reference**

**Motion:** T. Styffe/S. Nahal

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve revised Terms of Reference for the Campus Planning Committee as presented here”.***

**MOTION CARRIED**

## **7. VERBAL REPORTS**

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

The Chair attended the Student Award Dinner in Kelowna and communicated acknowledgements and gratitude from the students.

At the November President's Review Committee the President's goals were reviewed. He is commended for his contributions in making the College the outstanding institution that it is.

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

This morning there was an announcement at the Vernon Campus with regard to a lease that has been signed with the RDNO (Regional District North Okanagan) to provide Campus land as a site for an Olympic sized, all weather running track with seating for 400 people as well as a field house and change rooms. The proposal will now go forward to the District of Coldstream to develop a permitted use application to remove the land from the ALR. Once this is complete a referendum will be held. This lease is not costing the College anything. The President credited J. Lent with the work that has been accomplished with regard to this initiative.

In conjunction with UBC Vancouver, the College hopes to see a community garden on the Vernon campus as well.

Two Okanagan College Business student teams have been invited to the Queens University Intercollegiate Business Case Competition the first week in January; the President hopes to attend as well. This competition includes many of the top business schools in Canada and Asia.

The President recognized the members of the English Department who recently conducted a short story writing completion; students had three hours to write a story. He hopes this will be an annual event.

### **7.3 Governance Committee (Y. Pinder)**

On November 16<sup>th</sup> the Committee met and reviewed work plans. They are working on clarifying the Board's role in advocacy and fundraising (a subcommittee is revising the Advocacy Plan). They are also working on plans for the April retreat and on other board development items. Members were encouraged to contact Y. Pinder if they have any items they would like to add with regard to Board Development.

She reminded the members that all committee minutes are posted on my Okanagan.

**8. INFORMATION ITEMS**

**8.1 Draft Report to the Community (C. Ulmer)**

This is a draft report that will be distributed in the community to City Council and Chamber offices as well as other stakeholders. Input to C. Ulmer is welcome.

It was suggested that due to the fact 1000 are printed and 800 normally distributed; copies be sent to doctor's offices and to other professionals.

A member suggested the Governance Committee discuss how the Board members can have more direct contact with students in a meaningful manner.

A member suggested a Calendar of Events and Career Fairs be promoted in the report.

**9. TOPICS FOR NEXT MEETING**

**10. OTHER BUSINESS**

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

A member attended a CMA convocation in the Vancouver area and the Dean of the Business School commented on the positive things she is hearing about Okanagan College and the Okanagan School of Business.

The President and the VP, Education attended the ASTTBC (Applied Science Technologies and Technicians of BC) awards at which they received, on behalf of the College, the TechGREEN award.

T. Styffe toured the Centre of Excellence with D. Lomas and Regional District representatives.

**12. DATE OF NEXT MEETING**

January 25, 2011, Kelowna Campus

**13. ADJOURNMENT**

The meeting adjourned at 12:30 p.m.