

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

**Tuesday, October 25, 2011, 12:30 p.m.  
S103B, Kelowna Campus**

**Approved November 22, 2011**

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

Regrets: B, Cooke  
J. Gabanowicz  
D. Manning  
S. Nahal  
A. Coyle

Board Secretary: L. Le Gallee

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

Observers: S. Josephson, OCFA

Regrets: C. McRobb, BCGEU Vocational

Guests: R. Barrett, H. Schneider, A. March (Regional Dean's Office)  
K. Butler, J. Henderson (Alumni and Foundation)  
C. Ulmer  
M. Marino  
R. Saunders

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There being a quorum present, the Chair called the meeting to order at 1:05 p.m.

**1. APPROVAL OF AGENDA**

**Motion:** L. Rozniak/Y. Pinder

***"BE IT RESOLVED THAT the October 25, 2011, OC Board open session meeting agenda is approved"***.

**MOTION CARRIED AS AMENDED**

**2. DECLARATION OF CONFLICT**

No conflicts were declared.

### 3. CONSENT AGENDA

**Motion:** T. Styffe/ B. Hughes

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

**Items Approved:**

**“BE IT RESOLVED THAT the June 28, 2011 Open Session minutes were approved.”**

**MOTION CARRIED**

### 4. BUSINESS ARISING FROM THE MINUTES

### 5. PRESENTATIONS/DELEGATIONS

#### 5.1 Regional Dean (H. Schneider)

The Regional Dean highlighted the following on the programming side:

- The Nursing Lab opened on October 7<sup>th</sup>, Board members can request a tour at any time;
- A Fine Woodworking program began last year;
- And, the College is looking at starting up an Animation Program in conjunction with Capilano University.

On Campus, the Centre for Learning is often being used for events, Three business cases for improvements are complete, they are for a Trades Complex; Centre for Health Sciences; and Heavy Duty/Commercial Transport.

The RAC, Vice Chair congratulated the Board and administration for the College’s ongoing success. The Centre for Learning has improved orientation for students. He further added the RAC is aware of the parking issues that have been raised by students, they are working on this problem and hope to come back with a green solution in the near future.

Questions:

A Board member asked if any representative area on the RAC is lacking. Yes, recently the Westbank First Nation and the professional association/technologies representation completed their terms. They are always looking replacements members as well as they are always looking for new members.

The President acknowledged the work the RAC does.

*Guests left at 1:25 p.m.*

#### 5.2 Foundation Annual Report (J. Henderson and K. Butler)<sup>1</sup>

J. Henderson thanked the Board for the support they have given the Foundation.

Highlights from the last year included:

- Scholarships exceeded \$1 million;
- 1270 students received support;
- \$140,000 increased endowments,
- 14 new awards were created;
- Have run a successful capital campaign raising \$2.7 million.

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<sup>1</sup> Presentations are posted on My Okanagan under Board meetings/2011/Presentations

The Foundation has developed a Strategic Plan for 5 years; have revised their bylaws. 30% of the investments are in sustainable initiatives. Next year the plan is to focus on stewardship of donors. At the upcoming retreat the Board will focus on the Board's role in fundraising.

K. Butler circulated the annual report.

Questions:

In reply to a question, 14-15 new awards are developed for bursaries every year. The focus has been on the capital campaign however, scholarships and bursaries will be a focus in the coming year.

The President noted that the College's Foundation has been very successful this year.

*Guests left at 1:45 p.m.*

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

### **6.1 Long Term Education Plan (A. Hay)**

The President circulated an example of what the document will look like once it is published.

A. Hay noted some typographical errors and corrected them.

Since the Board retreat, Dean's Forum provided additional feedback and the Leadership Team added more commentary. Feedback has been that it is a good Plan for the College.

The 20-30% growth range was deemed reasonable by Dean's Forum, it is a good fit for the region.

**Motion:** Y. Pinder/ M. Conlin

***"BE IT RESOLVED THAT the Board of Governors approve the Okanagan College Long Term Education Plan as presented"***

**MOTION CARRIED**

### **6.2 Education Council (R. Gee**

#### **6.2.1 Program Approvals**

**Motion:** R. Gee/L. Rozniak

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Network and Telecommunications 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 Bachelor of Computer Information Systems Degree, as recommended by Education Council and as presented here"***.

**MOTION CARRIED**

**Motion:** R. Gee/L. Rozniak

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revision to the Green Building Design and Construction Certificate, as recommended by Education Council and as presented here"***.

**MOTION CARRIED**

**Motion:** R. Gee/Y. Pinder

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***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the General Certificate of Secondary Education (GCSE) A-Level Courses Transfer Credit Policy as recommended by Education Council and as presented”***

Other institutions have a policy like this, it is the result of a level course structure from the British Education System.

**MOTION CARRIED**

**Motion:** R. Gee/L. Rozniak

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve Academic Schedule for 2012/13 as recommended by Education Council and as presented here”***

**MOTION CARRIED**

### **6.3 Signing Authority (B. Eby)**

This change is due to recent retirements.

Clauses have been included to designate for stocks and bonds from the bank.

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

**BE IT RESOLVED:**

***(1) THAT Jim Hamilton – President; Robert Eby – VP, Finance & Administration; Andrew Hay – VP, Education; Charlotte Kushner – VP, Students 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  
Charlotte Kushner – VP, Students  
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  
Joelle Ebner – Financial Awards Officer  
Cindy Battersby – Financial Awards Assistant  
Cheryl Brabandt – 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.”***

**MOTION CARRIED**

**7 VERBAL REPORTS**

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

The Chair acknowledged the newly elected students representatives and thanked J. Gabanowicz for his service on the Board. He will meet with Jacek to give him a small gift from the Board.

Upcoming events included the Student Awards receptions on November 2,3 and 17<sup>th</sup>. Those who have not RSVPd for the Employee Recognition Dinner scheduled for November 23<sup>rd</sup> were asked to do so by October 28<sup>th</sup>.

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

Three writers from the English Department have recently had books published; the President attended a reading event.

He attended a BC Colleges meeting yesterday at which the Acting Deputy Minister was in attendance.

**8. INFORMATION ITEMS**

**8.1 Regional Advisory Committee Report (A. Hay)**

This is for Board information.

It was noted that Board members should receive the RAC meeting schedule and are welcome to attend meetings.

**9. TOPICS FOR NEXT MEETING**

**10. OTHER BUSINESS**

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

The Viewbook is available online at: <http://issuu.com/okanagancollege/docs/viewbook2012-13>

They are also available in hardcopy.

**12. DATE OF NEXT MEETING**

November 29, 2011, Salmon Arm Campus

**13. ADJOURNMENT**

The meeting adjourned at 2:20 p.m.