

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

**Tuesday, June 27, 2006, 10:00 a.m.  
B103, Kelowna Campus**

**Approved September 26, 2006**

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Members Present: N. Embree, J. Hamilton  
J. Shaw  
B. Hughes  
J. Lister  
J. Perrino  
A. Tozer  
T. Tischik  
N. Brighthouse Warren  
M. Conlin  
A. Cossentine  
D. Forbes

Absent: A. March

Board Secretary: L. Le Gallee

Vice Presidents: K. Burt  
A. Hay  
S. Koehle

Directors: A. Coyle

Official Observers: C. McRobb, BCGEU Vocational Instructor  
G. Fjetland, BCGEU Support Staff

Absent: J. Pugsley, OC Faculty Association  
J. Yacheson, Administrators Association  
Kalamalka Student Association  
OCSU

Guests: K. Butler, K. Kazimer, J. Morrow, K. Hay, H. Schneider, P.  
Barbosa, J. Degenhart

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

**1. APPROVAL OF AGENDA**

**Motion:** P. Johnson/A. Tozer

***“BE IT RESOLVED THAT the June 27, 2006, OC Board open session meeting agenda is approved as amended”***

**CARRIED**

**2. APPROVAL OF MINUTES - May 23, 2006**

**Motion:** J. Shaw/N. Brighthouse-Warren

***“BE IT RESOLVED THAT the May 23, 2006, open minutes are approved as amended.”***

**CARRIED AS AMENDED**

**3. BUSINESS ARISING FROM THE MINUTES**

**4. NEW BUSINESS/RESOLUTIONS**

**4.1 Approval of Terms of Reference – RAC Central Okanagan (H. Schneider)**

The Terms have been revised to reflect the Central Okanagan Region; changes that have been made to these terms should be reflected in all the Terms for Regional Advisories.

Motion: J. Shaw/N. Brighthouse Warren

***“BE IT RESOLVED the Terms of Reference for the Regional Advisory Committees be revised to include the Central Okanagan region as presented”.***

The role of Board members on this Committee was clarified. They are ex officio but are voting members with full participation rights. Most Committees are consensus driven and do not put forward motions, however, Salmon Arm has had issues in the past that require motions.

It was noted that the process to recruit members should be within the best practices guidelines.

With regard to recruitment, J. Lister stated she would send H. Schneider a document that defines the practices for soliciting membership.

**CARRIED AS AMENDED**

**4.2 Approval of Appointment of Regional Advisory Committee (N. Embree)**

Motion: N. Brighthouse Warren/ D. Forbes

***“BE IT RESOLVED that Gordon Waters be appointed to the Shuswap Regional Advisory Committee for a one year term”.***

**CARRIED**

**4.3 Approval of Proposed Revised Annual Planning Cycle (S. Koehle)**

In February 2005 the Board approved an annual planning cycle, now that one full cycle has been completed, a revision to the process is required

This is a housekeeping issue, and does not need to be approved in the future. This would normally be for informational purposes only.

Motion: B. Hughes/J. Perrino

***“BE IT RESOLVED THAT the Board of Governors empowers management to revise this planning cycle as required”.***

**CARRIED AS AMENDED**

**4.4 Approval of Education Council Items (A. Cossentine)**

**a) Office Assistant Program; Accounting Assistant Program; Legal Access Program**

Motion: A. Cossentine/ M. Conlin

***“BE IT RESOLVED that the Board approve the new Office Assistant Certificate Program; Accounting Assistant Certificate Program; and Legal Access Certificate***

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***Program (Office Administration Department), as recommended by Education Council.”***

Motions: A. Cossentine/ M. Conlin

***“BE IT RESOLVED that the Board approve the new Esthetician Certificate Program (Continuing Studies), as recommended by Education Council”.***

***“BE IT RESOLVED “that the Board approve the new Interior Decorating Certificate Program (Continuing Studies), as recommended by Education Council”.***

***“BE IT RESOLVED that the Board approve the deletion of the Interior Design Certificate Program (Continuing Studies), as recommended by Education Council”.***

A question was raised with regard to how the program fees are set and how it is ensured that students are not overcharged.

Market needs as well as the cost of the instructor, support staff and instructional overhead (heat, light, security) determine the cost of a program.

**CARRIED**

**5. PRESENTATIONS/DELEGATIONS**

**5.1 Alumni Strategic Plan (K. Butler)**

Jamie Morrow, President, and Kara Kazimer, Vice President of OCAA attended.

The presentation was distributed to members.

Questions included what are the biggest challenges faced by the Alumni Association. The biggest challenge is coordination of efforts with the College to work together for growth.

AA is hiring a new staff person to research and locate alumni and update the database.

A member suggested that these people be contacted twice yearly so that contact is maintained.

An e newsletter is available and AA is working on developing a strategy to find older graduates. Part of the strategic plan is to start a mentoring program and build a network in the community.

K. Hay will send the Chair forms to distribute to aid in locating alumni.

A MOU has been drafted by the AA Board and will come to OC Board in the fall.

**5. REPORTS**

**5.1 Chair Report (N. Embree)**

The Chair made a correction to his report, N. Brighthouse Warren is not leaving OC this fall, so will continue to serve on the Board until the elections are held this fall.

N. Embree sent letters to the BCGEU negotiation teams to thank them for their contribution to the successful negotiation of the collective agreement.

The Board has received a thank you letter from Lois Serwa.

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

The report was distributed at the table.

J. Hamilton asked that members provide him with feedback with regard to the format of his report, it has been aligned with the Key Directions.

The President thanked A. Coyle and his staff as well as S. Donnelly for their contribution to a successful convocation.

The HR Director competition is in the final stages; an announcement is forthcoming.

## **5.3 Education Council** (A. Cossentine)

OC Education Council hosted the Council of Education Council Chairs meeting on campus.

A member questioned the employability of students who complete the pharmacy technician program.

A. Cossentine will pass this comment on to Continuing Studies.

A question was raised with regard to the rationale of offering third and fourth year courses.

OC is in the process of developing guidelines for courses that are offered (such as those that could be elective courses for the Business degree).

## **5.4 Finance and Audit Committee** (J. Shaw)

The Committee met on June 13<sup>th</sup> the FTE Audit report was received. This report reflects the utilization of 106%.

Budget revisions based on one time carry forwards will be looked at during the in camera meeting.

## **5.5 Campus Planning Committee** (M. Conlin)

The Committee met June 13<sup>th</sup>, the main issue of discussion was what the short term building plans are for the institution.

The Terms of Reference have not been revised yet. These will be focused on at the next meeting.

K. Burt and C. Lacey brought forward information that has been submitted the Ministry with regard to current and future projects

A question was raised with regard to rotating trades programs in Penticton. K. Burt stated that off campus space will be leased for the Welding program.

## **5.6 Governance Committee** (J. Lister)

The Committee met June 13<sup>th</sup>; there were no resolutions. The board training from May 23<sup>rd</sup> was reviewed.

The Committee hopes to have an annual calendar and revised Terms of Reference by September.

**5.7 BCGEU Support** (G. Fjetland)

Nothing to report.

**5.8 BCGEU Vocational Instructors** (C. McRobb)

Nothing to report, a lot of the issues are slow to resolve, such as some arbitration issues.

**5.9 Faculty Association** (J. Pugsley) - sent regrets, no report

**5.10 Administrators Association** (J. Yacheson) – absent – no report

**5.11 Student Associations** – Kalamalka – absent  
OCSU

P. Barbosa from OCSU gave a short report.

Welcome Week is approaching; OCSU have been working with the Deans (or their designate) at each campus (or their designate). Board members were invited to the BBQ tomorrow.

He stated that he is aware that the Master Site Plan is being worked on and stated that if the Board can move forward sooner than later would be good for students. He stated OCSU is interested in working with administration with regard to student space. In Penticton OCSU is having difficulty with a plan to serve students as they have not received a long term commitment for space at the Penticton Campus

**7. INFORMATION ITEMS**

**7.1 Briefing Note on Federal Budget and Post Secondary Institutions**

For information only.

**7.2 Endowment Fund**

This item will be brought forward for future discussion.

N. Embree will check with K. Butler with regard to designations from Board members to the Foundation. He will request an updated report on this item.

**7. TOPICS FOR NEXT MEETING**

**8. OTHER BUSINESS**

**9. DATE OF NEXT MEETING**

September 26, 2006, Kelowna

**10. ADJOURNMENT**

The meeting adjourned at 12:05 p.m.