

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

**Tuesday, May 22, 2007 10:30 a.m.  
Room S103B, Kelowna Campus**

**Approved June 26, 2007**

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| Members Present: | J. Shaw, J. Hamilton<br>J. Lister<br>L. Kayfish<br>M. Conlin<br>J. Perrino<br>A. Tozer<br>A. March<br>A. Cossentine  |
| Regrets:         | B. Hughes<br>B. Cooke<br>P. Johnson<br>E. Brighthouse- Warren<br>M. Preston- Horin   |
| Board Secretary: | L. Le Gallee   |
| Vice Presidents: | B. Eby<br>A. Hay<br>S. Koehle  |
| Directors:       | A. Coyle   |
| Observers:       | C. McRobb, BCGEU Vocational Instructor   |
| Regrets:         | J. Pugsley, OC Faculty Association<br>J. Yacheson, Administrators Association<br>G. Born, BCGEU Support Staff<br>Kalamalka Student Association<br>Okanagan College Student Union |
| Guests:          | S. Tuck, K. Butler, R. Seymour (Daily Courier), A. Nieoczyn<br>(Capital News)  |

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

The Chair welcomed Bob Eby to his new position as Vice President, Finance and Administration.

**1. APPROVAL OF AGENDA**

**Motion:** J. Perrino/L. Kayfish

***“BE IT RESOLVED THAT the May 22, 2007, OC Board open session meeting agenda is approved”***

Approval of a banking resolution was added from the Finance and Audit Committee. All references to Y. Pinder were revised to read B. Eby.

**CARRIED AS AMENDED**

**2. DECLARATION OF CONFLICT**

No conflicts were declared.

**3. APPROVAL OF MINUTES - April 24, 2007**

**Motion:** A. Tozer/A. March

***“BE IT RESOLVED THAT the April 24, 2007, open minutes are approved as amended.”***

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

**5. NEW BUSINESS/RESOLUTIONS**

**5.1 Okanagan College Audit (B. Eby)**

Audit reports were emailed out to members on May 18<sup>th</sup> and made available at the table.

Audit

The auditor, Grant Thornton, has reported the financial position of Okanagan College as of March 31, 2007, to the Finance and Audit Committee earlier in the day.

It was noted that:

Annual Capital Allowances (ACA) are treated as operating grants as per Ministry directive; this audit is based on a 12 month period as opposed to nine months (last year); and investments have been increased to about \$7 M.

FTE Enrolment Report

J. Hamilton stated that overall Okanagan College is at approximately 112% of FTE targets (last year was 106%). The Advanced Education funded FTE targets are below the total FTEs because this relates to the developmental education sector. This is part of a nationwide trend due to the current economy.

Last year Okanagan College lead the way in the College sector with the highest percentage enrolment as compared to colleges in British Columbia as well as some universities. A similar position is expected this year as 190 new FTEs have been added, the overall increase is significant.

A comparative report will be shared with Board at a later date.

*S Tuck arrived at 10:55 a.m.*

**Motion:** M. Conlin/J. Lister

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the draft audited OC financial statements for the fiscal year ending March 31, 2007, as presented”.***

**CARRIED**

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## 5.2 OC Foundation Annual Report (K. Butler)

The Okanagan College Foundation financial statements and Directors Report were circulated at the table.

K. Butler gave a Powerpoint presentation.

This year more than 583 awards are expected to be given out with planned gift expectancies at \$1.36 M (70-80% are not known – sector average).

*K. Butler turned the presentation over to S. Tuck.*

The Okanagan College Foundation assets have grown to \$7.31 M; the Foundation being the fourth largest college foundation in British Columbia.

He thanked the Okanagan College Board for funding the Foundation expenses, it enables all donations to go as designated by the donor, not to overhead.

J. Shaw thanked the Foundation for all they do for students.

It was noted that the Campaign presentation will be delayed a few weeks.

## 5.3 Retreat Planning (J. Lister)

The Governance Committee is seeking input on what Board members want on the agenda for the retreat.

Possible ideas included:

- 1) Enterprise wide risk management. An update is occurring at the In Camera meeting today, with periodic updates to continue.
- 2) Other activities of colleges across Canada (programming, activities, future trends, transferability).
- 3) Discussion of a name change/college-university status occurred at the Campus 2020 meeting, this could be elaborated upon.

A facilitator will be engaged if needed.

J. Lister will send an email to members to solicit further feedback.

The Leadership Retreat in June is reviewing the key directions; these will come back to the Board once they have been revised.

## 5.4 Signing Authorities and Banking Resolution (B. Eby)

All references to the B. Eby's title was changed to read "Finance and Administration".

**Motion:** M. Conlin/A. March

**"BE IT RESOLVED THAT:**

**(1) That Jim Hamilton – President; Robert Eby – VP Finance & Administration; Andrew Hay – VP, Education; Steve Koehle – VP, Integrated Planning & Operations and Bob Willox – 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**

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**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**  
**Steve Koehle – VP, Integrated Planning & Operations**  
**Bob Willox – 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**  
**Sandi Gould – Financial Aid Officer**  
**Marilyn Beveridge – Financial Awards Assistant**  
**Cheryl Brabrandt – 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".**

**CARRIED**

**Motion: A. Tozer/L. Kayfish**

**"BE IT RESOLVED THAT TD Canada Trust be appointed as Okanagan College's banking institution for general banking services with the following provisions: a new four year term beginning July 1, 2007, with Okanagan College reserving the right to extend the agreement for up to two years at the end of the initial period".**

**CARRIED**

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**5.5 Education Council Approvals**  
**5.5.1 Diploma in Media and Cultural Studies**

**Motion:** A. Cossentine/A. March

***“BE IT RESOLVED that the Board approve the Diploma in Media and Cultural Studies as recommended by Education Council.”***

This two year program allows students to enter the workforce or transfer to a degree program. Individual courses in the program have transfer credit but students transferring to a degree program may be required to complete a few courses specific to the receiving program. The intent is to offer this in Kelowna for the first intake; the date for implementation has not been fixed yet.

B. Cooke sent a question by email with regard to why there are three courses in women’s or women’s-related studies, as opposed to specific courses on the environment, aboriginal issues, or political studies.

A. Cossentine stated that this question was also asked at Education Council. The program developers indicated the program is designed to provide breadth and the developers deliberately selected the courses with that goal. The program also makes use of many currently available courses. As more courses become available some alternative courses will be added to the program.

**CARRIED**

**6. PRESENTATIONS/KEY DIRECTIONS**

**7. REPORTS**

**7.1 Board Chair Report (J. Shaw)**

The Chair attended the Foundation’s May 10<sup>th</sup> AGM.

She encouraged members to respond to the RSVP due May 25<sup>th</sup> with regard to the Honourary Fellows Dinner scheduled for June 2<sup>nd</sup>.

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

The Chair questioned A. Hay how many LPN graduates are there in a year; A. Hay replied approximately 80.

**7.2.1 President’s Annual Report**

It was noted that this is not the College annual report.

J. Hamilton highlighted the following:

1) Okanagan College’s target for enrolments was 91-92% on the AVED plan; in 2005/06 students numbers (funded from AVEEd and ITA) hit 106%; this year the College reached 112%. The College is the top performing college in British Columbia and out performed most of the universities and exceeded targets set.

2) The brand has proved to be an outstanding marketing tool.

3) Okanagan College has more programs on each of campuses. Trades are offered in Salmon Arm, Vernon and Penticton; new health programming is being offered up and down the valley. Marketplace needs are being addressing.

4) The budget has a surplus; the College is exceeding financial targets.

5) Okanagan College's students are successful, noting the Business Administration students; the Trades students who participated in the Canada Wood Council Catapult competition; Home for Learning awards; and the fact that this is the fastest growing trades training institution in the province.

The biggest challenges that will be faced in the near future are the College's facilities issues; however, a Capital Plan has been approved and is being implemented.

The Campus 2020 report provides opportunities and challenges. The Chair thanked the President for a first class report.

**7.3 Finance and Audit Committee** – B. Cooke sent regrets

**7.4 Campus Planning Committee** (M. Conlin)

The Campus Planning Committee met on May 8<sup>th</sup> with full attendance. They reviewed the progress with regard to the Learning Centre and discussed the Master Plan priorities.

With regard to the priorities it was noted that all of the dates are anticipated but are not confirmed. The only funding that has been committed by the Ministry is for the Learning Centre; completion dates for each project depend on funding.

**7.3 Education Council** (A. Cossentine)

Council is in the process of looking at revised math and statistics courses; and have approved more elective courses for Business students.

**8. INFORMATION ITEMS**

**9. TOPICS FOR NEXT MEETING**

**10. OTHER BUSINESS**

**11. DATE OF NEXT MEETING**  
June 26, 2007, Vernon Campus

**12. ADJOURNMENT**

The meeting adjourned at 12:05 p.m.