

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

**Tuesday, November 24, 2015, 9 a.m.
Room S103B, Kelowna Campus**

Approved January 26, 2016

Members Present: T. Styffe (Chair)
A .Beaumont
C. Bransfield
C. Denesiuk
C. Derickson (*arrived at 9:06 a.m.*)
C. Gerbrandt
J. Hamilton (President)
S. Johal (*arrived at 9:06 a.m.*)
S. Jung
J. Maciel
D. Manning
B. McGowan
L. Thurnheer

Regrets: S. Lupul

Board Secretary: L. Le Gallee

Vice Presidents: R. Daykin
A. Hay
C. Kushner

Directors: A. Coyle

Observers: J. O'Brien (Administrative Association)
T. Walters (OCFA)
R. Vilene (BCGEU Support Staff)

Regrets: C. McRobb, BCGEU Vocational
M. Moffat, Student Observers
P. Bradley, Student Observer
T. Thiessen, Student Observer

Guests: K. Rempel (item 9.1)

There being a quorum present, the Chair called the meeting to order at 9 a.m.

1. APPROVAL OF AGENDA

Motion: C. Gerbrandt/D. Manning

"BE IT RESOLVED THAT the November 24, 2015, OC Board open session meeting agenda is approved".

The Education Council submission to approve the new program 2D Animation was removed from the agenda.

MOTION CARRIED AS AMENDED

2. ELECTION OF CHAIR AND VICE CHAIR

The VP, Finance called for nominations to the position of Chair. C. Gerbrandt nominated C. Denesiuk; she accepted the nomination. Second call; no nominations. Third call, no nominations. C. Denesiuk was declared Chair for the term January 1, 2016 to December 31, 2016.

The VP, Finance called for nominations to the position of Vice Chair. L. Thurnheer nominated D. Manning; he accepted. Second call; no nominations. Third call, no nominations. D. Manning was declared Vice Chair for the term January 1, 2016 to December 31, 2016.

T. Styffe resumed the Chair of the meeting.

C. Derickson and S. Johal arrived at 9:06 a.m.

Members introduced themselves to the new Board member, S. Jung.

3. OATH OF NEW MEMBERS

S. Jung read and signed his Oath.

4. SIGNING OF CODE OF CONDUCT AND ACKNOWLEDGEMENT OF THE CHARTER OF EXPECTATIONS

All members signed and returned the Code of Conduct to the Board Assistant.

5. DECLARATION OF CONFLICT

No conflicts were declared.

6. CONSENT AGENDA

Items Approved:

Motions: C. Gerbrandt/S. Johal

“BE IT RESOLVED THAT the September 29, 2015, Open Session minutes were approved.”

“BE IT RESOLVED that the be following persons be appointed as Board Observers for a one year term from November 24, 2015 to November 23, 2016:

***Tim Walters, representing Okanagan College Faculty Association
Cam McRobb, representing the BCGEU Vocational Instructors
Ronda Vilene, representing BCGEU Support Staff
Mico Moffat, Student, Shuswap Revelstoke;
Philip Bradley Student, South Okanagan-Similkameen;
Theresa Thiessen, Student, Central Okanagan”***

MOTIONS CARRIED

7. BUSINESS ARISING FROM THE MINUTES

7.1 Rules and Regulations Associated with Scholarships (C. Kushner)

Administration has made changes that improve the financial aid process as well as the website.

Positive meetings have occurred with the student union and student association in relation to the motion that was put forward at the March 2015 meeting.

7.2 Emergency Student Loan Fund (C. Kushner)

This question was raised at the June 2015 meeting, the concern has been addressed in the briefing note.

8. PRESENTATION/DELEGATIONS

9. NEW BUSINESS/RESOLUTIONS

9.1 Strategic Plan (J. Hamilton/K. Rempel)

The Board has participated in the development of the Plan, as well, 1400 people have participated internally and externally in the consultation process.

Motion: L. Thurnheer/B. McGowan

“BE IT RESOLVED THAT the Okanagan College Board of Governors adopts the Strategic Plan as presented”

Changes were reviewed in a Powerpoint presentation.

It was noted that:

- Changes have been made to the Core Values based on Board feedback from the Retreat;
- Innovation has been added;
- A recommendation to revise the Key Direction “Working With, and Learning from Indigenous Community” was made;

The President noted that Administration is working on a Charter with regard to an Indigenization Plan in consultation with the community. There is a physical space on each campus, this space will be reviewed within the Charter. The Charter will develop a plan to ensure that all employees have greater awareness of indigenous culture.

This document will be revised and will be sent to the Board. If required, it will be submitted to the Board in January for approval.

MOTION CARRIED AS AMENDED

The President thanked K. Rempel for her work on this project.

10 minute break

9.2 Finance, Audit and Risk Review Committee (B. McGowan)

The Committee met on November 10th at which time they reviewed the six month statements, and the Executive Expense report. They also received a budget update. The Trades building will be ready for occupancy by mid-March. ABE/ESL tuition will come to the Committee and the Board for approval in January.

9.2.1 Tuition Process

Motion: B. McGowan/D. Manning

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve adoption of the process outlined above for making a decision on tuition for 2016-2017, as recommended by the Finance, Audit and Risk Review Committee”.

The timing of the tuition approval by the Board will be in February instead of March. This allows the student groups time to make a presentation in January.

MOTION CARRIED

9.3 Executive Committee (T. Styffe)
9.3.1 Board Meeting Schedule 2016

Motion: C. Denesiuk/S. Johal

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve Board Meeting Schedule for 2016 as presented”

The May date of the Board meeting interferes with the CICan Conference, this will need to be amended.

MOTION CARRIED AS AMENDED

9.4 Education Council (C. Bransfield)
9.4.1 Program Schedules

Motions: C. Bransfield/B. McGowan

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Special Education Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Adult Academic and Career Preparation (ABE) Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 English as a Second Language Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Office Administration Schedule as recommended by Education Council and presented here”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2016/17 Vocational Health and Social Development Schedule as recommended by Education Council and presented here”

MOTIONS CARRIED

9.4.2 Program Proposals

Motions: C. Bransfield/C. Gerbrandt

“BE IT RESOLVED THAT the Board approve the revision to the Legal Administrative Assistant Certificate - Litigation, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Legal Administrative Assistant Certificate - Corporate/Conveyancing, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Medical Administrative Assistant Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the new program Teaching English to Speakers of Other Languages Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Health Care Assistant Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the Adult Basic Education Program, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the revision to the International Development Diploma, as recommended by Education Council and as presented”

MOTIONS CARRIED

10. VERBAL REPORTS

10.1 Board Chair Report (T. Styffe)

No report.

10.2 President’s Report (J. Hamilton)

The Okanagan College Business students have progressed to the first round of the University Intercollegiate Business Competition at Queens University. There are four teams: Finance, Debate, Management of Information Systems, and Marketing.

10.3 Governance Committee (L. Thurnheer)

The Committee met on November 10th, they approved membership to the Association of Governing Boards. Pre-meeting workshops were discussed for 2016 as well as the Board Governance Goals were revised. The Governance Goals are posted on MyOkanagan. The Committee will be reviewing all the Committee Terms of Reference, these will then be forwarded to each Committee for review and approval.

11. INFORMATION

11.1 Stable Enrolment Report (A. Coyle)

A more concise report, the interim FTE Report, will be available in March. The Interim FTE Report is submitted to the Ministry. Administration is predicting that the College will exceed government targets. Winter applications are strong at this point.

The following points were highlighted:

- Arts headcount and programming credits are up over last year slightly;
- University Studies enrolments are trending up;
- ESL and ABE programming are fairly stable;
- International numbers are up;
- Space for the Welding program in Penticton is being finalized.

Presentations were made by the Board Chair, administration and the students to the Standing Committee on Finance with regard to fees for ABE/ESL. The recommendation is that the Treasury Board fund this program. It was noted by the Faculty Observer that the College will be the only institution in BC not charging for ABE.

12. TOPICS FOR NEXT MEETING

13. OTHER BUSINESS

14. FOR THE GOOD OF THE INSTITUTION

Previously attended and future events were highlighted.

The incoming Board Chair recognized T. Styffe for his service to the Board and thanked him for his contribution to the College.

15. DATE OF NEXT MEETING: January 26, 2016, Kelowna Campus

16. ADJOURNMENT

Motion to adjourn: B. McGowan/C. Gerbrandt

MOTION CARRIED

The meeting adjourned at 10:53 a.m.