

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

**Tuesday, November 25, 2014; 9:00 a.m.
Room S103B, Kelowna Campus**

Approved January 27, 2015

Members Present: T. Styffe (Chair)
C. Denesiuk
C. Derickson
W. Favro
C. Gerbrandt
J. Hamilton (President)
S. Johal
S. Lupul
D. Manning
B. McGowan
CJ Mitchell
M. Nicholson
L. Thurnheer

Regrets: J. Maciel

Board Secretary: L. Le Gallee

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

Directors: A. Coyle

Observers: G. Stefansson (BCGEU Support)
T. Leneveu, Student Observer, VSU

Regrets: T. Walters, OCFA
N. Ankerstein, Administrative Association
C. McRobb, BCGEU Vocational
K. Tracz, Student Observer
L. Stanley, Student Observer
J. Poirier, Student Observer

There being a quorum present, the Chair called the meeting to order at 8:30 a.m.

1. APPROVAL OF AGENDA

Motion: C. Gerbrandt/B. McGowan

“BE IT RESOLVED THAT the November 25, 2014, OC Board open session meeting agenda is approved”.

MOTION CARRIED

2. OATH OF NEW MEMBERS

W. Favro, S. Lupul and C. Mitchell took the Oath.

3. SIGNING OF CODE OF CONDUCT AND ACKNOWLEDGEMENT OF CHARTER OF EXPECTATIONS

Code of Conduct were signed by those members who have not signed in the last two months.

3. DECLARATION OF CONFLICT

No conflicts were declared.

4. CONSENT AGENDA

Items Approved:

Motion: C. Denesiuk/B. McGowan

“BE IT RESOLVED THAT the September 30, 2014; and October 28, 2014, Open Session minutes were approved.”

Ronda Vilene was approved as the observer for the BCGEU Support Staff.

“BE IT RESOLVED that the be following persons be appointed as Board Observers for a one year term from November 25, 2014 to November 24, 2015:

***Tim Walters, representing Okanagan College Faculty Association
Cam McRobb, representing the BCGEU Vocational Instructors
Nancy Ankerstein, representing the Administrators Association
Ronda Vilene, representing BCGEU Support Staff
Kyle Tracz, Student, Shuswap Revelstoke;
Lorraine Stanley Student, South Okanagan-Similkameen;
Justine Poirier, Student, Central Okanagan
Tom Leneveu, Vernon Student Union”***

MOTIONS CARRIED AS AMENDED

5. BUSINESS ARISING FROM THE MINUTES

6. PRESENTATION/DELEGATIONS

7. NEW BUSINESS/RESOLUTIONS

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

7.1.1 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 2015-16, as recommended by the Finance, Audit and Risk Review Committee”.

During the consultation process the administration meets with students and union groups with regard to the budget process. The students will then have an opportunity to meet with the Board Finance Committee and the Board as a whole to give presentations if desired.

It was noted that Okanagan College is the only college that does not automatically increase tuition by the government prescribed amount. This issue is discussed on an annual basis prior to any increases being implemented.

MOTION CARRIED

7.2 Executive Committee (T. Styffe)
7.2.1 Board Meeting Schedule 2015

Motion: C. Gerbrandt/B. McGowan

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Meeting Schedule for 2015 as presented here”

A February Finance meeting may be required.

MOTION CARRIED

7.3 Education Council Submission
7.3.1 Program Schedules

Motion: M. Nicholson/D. Manning

“BE IT RESOLVED THAT the Board approve the 2015-2016 Vocational Health and Social Development Schedule as recommended by Education Council and as presented”

MOTION CARRIED

Motion: M. Nicholson/L. Thurnheer

“BE IT RESOLVED THAT the Board approve the 2015-2016 Office Administration Schedule as recommended by Education Council and as presented”

MOTION CARRIED

Motion: M. Nicholson/C. Gerbrandt

“BE IT RESOLVED THAT the Board approve the 2015-2016 Adult Special Education Schedule as recommended by Education Council and as presented”

MOTION CARRIED

7.3.2 Program Approvals

Motions: M. Nicholson/S. Johal

“BE IT RESOLVED THAT the Board approve the new course, WMST 225, Men and Masculinities, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the new program, Bookkeeping Certificate, as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the course revisions, PHRM 111 (Hospital Practicum) and PHRM 112 (Community Practicum), as recommended by Education Council and as presented”

“BE IT RESOLVED THAT the Board approve the program revisions to the Pharmacy Technician Certificate, as recommended by Education Council and as presented”

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

“BE IT RESOLVED THAT the Board approve the program revision to the Human Service Work Diploma, as recommended by Education Council and as presented”

MOTIONS CARRIED

7.4 Strategic Planning Process (J. Hamilton)

Motion: J. Hamilton/C. Denesiuk

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the proposed process for the review of the Strategic Plan as presented”.

The proposed Schedule is not absolute and may be revised as the process progresses.

A major review of the Plan is timely at this stage of the College's development. The Board will be heavily involved in the process.

The Board Chair noted that he should sit on the Task Force as well as two Board members.

As opposed to a consultant being hired, the President is looking at engaging an internal facilitator to assist with the process.

MOTION CARRIED

8. VERBAL REPORTS

8.1 Board Chair Report (T. Styffe)

This past month has been busy with many student award receptions. The Chair met the Board student scholarship recipients at the Kelowna reception. This reception was also attended by L. Thurnheer and M. Nicholson.

A meeting was scheduled between the Minister and the Board Chair on November 24th, however, the Minister was called away. This was intended to be a routine meeting and the topic of discussion was to be the Taxpayer Accountability Principles. The Minister's office has expressed a desire to meet with Board Chairs on a quarterly basis.

8.2 President's Report (J. Hamilton)

A new VP, Finance and Administration has been hired to replace the retiring B. Eby; R. Daykin beings on December 15th.

The BCC President's continue to discuss the Job Skills Plan.

The week of November 3rd there were sessions and seminars at all campuses showcasing the research and scholarly activity of many of the College's faculty.

The College's Business students will be participating in the final round of the international Inter-Collegiate Business Competition at Queens University in January. There were 140 teams in the preliminary round, with the top 6 in each category moving to the final round.

8.3 Governance Committee Chair Report (L. Thurnheer)

8.3.1 Board Governance Goals

These goals are internal governance goals for the Board.

There is a workshop being offered by the Association of Governing Boards in Vancouver in February; information will be sent out by the Board office.

The Governance Committee is working on the mentoring program for new Board members.

The Board is looking for a member to attend Education Council meetings on a monthly basis; please contact L. Thurnheer or M. Nicholson if you are interested and require more information.

9. INFORMATION

9.1 Stable Enrolment Report (A. Coyle)

This report will change after the January numbers are known.

Headcount is down by 1.5% since September; and billing credits are down by 1.8%. 2012/13 high school graduation numbers are down by 6%. However, the College has seen a steady increase in enrolments of high school graduates from this region and the province.

Programs that are offered are driven by the students and employer demand. The College is attracting students from a wide market. Some enrolment issues do exist and strategies are being developed for mitigation by the Enrolment Management Committee. Areas that show a decrease are reviewed and adjustments are made.

The College enrolments currently exceed 100% of government targets. International and Continuing Studies students are not included in these figures. The Board will be provided with a briefing note on enrolment for First Nations and international for the next meeting.

The Government has created a Job Match online program. This assists advisors to work with the College Trades portfolio to place pre-apprentice students with employers. A briefing note will be prepared for the next Board meeting.

It was noted by the VP, Finance, that the enrolment decrease is larger than was expected, but he is projecting the budget will break even this year.

For Winter 2015 academic applications are up by 7.8%; when considering capacity administration looks at the transition rates provincially to determine if there are enough seats to satisfy the increased demand. The College works with the School Districts and the province to determine if there is sufficient funding to meet the transition rates.

9.2 Job Skills Plan (B. Eby). Presentation.

The list of the top sixty occupations was provided; this list only applies to AVED funded programs not ITA funded ones. Government expects that 25% of the institutions programming be directed at training employees for these jobs over a four year period.

The programs offered must fit within the current funding as no new funding has been provided. Each year the institution is required to provide a Skills Gap Plan outlining how targets are being met. The report is due in mid-January, with reports being due every January thereafter.

This issue is in front of Presidents and VPs from each institution to work through it and ensure that programs line up with the jobs listed.

The Conference Board of Canada has done a study of occupations and demand. This study will be shared once it is complete.

10. TOPICS FOR NEXT MEETING

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

13. DATE OF NEXT MEETING: January 27, 2015, Kelowna Campus

14. ADJOURNMENT

Motion to adjourn: C. Denesiuk/C. Gerbrandt

The meeting adjourned at 10:58 a.m.

MOTION CARRIED