

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

**Tuesday, November 26, 2013; 1 p.m.  
Room S103B, Kelowna Campus**

**Approved January 28, 2014**

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Members Present: T. Styffe (Chair)  
C. Denesiuk (Vice Chair)  
B. Antoniow  
J. Hamilton (President)  
R. Gee (*left at 1:20 p.m.*)  
C. Gerbrandt  
D. Manning  
B. McGowan  
S. Nahal  
G. Nielsen  
Y. Pinder  
L. Rozniak  
L. Swite-Ghostkeeper  
L. Thurnheer

Board Secretary: L. Le Gallee

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

Regrets: A. Coyle, Director, Public Affairs  
N. Ankerstein, Administrative Association  
C. McRobb, BCGEU Vocational  
T. Walters, OCFA  
C. Adams, Student  
G. Pratico, Student  
A. Islam, Student

Guests: C. Ulmer, K. Butler

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

**1. APPROVAL OF AGENDA**

**Motion:** R. Gee/D. Manning

***“BE IT RESOLVED THAT the November 26, 2013, OC Board open session meeting agenda is approved”.***

Items 7.3 were dealt with first in the agenda as the Chair of Education Council could not stay for the whole meeting.

The Adult Academic and Career Preparation (ABE) schedule was removed from 7.3.2.

**MOTION CARRIED AS AMENDED**

**2. OATH OF NEW MEMBER – B. Antoniow and G. Nielson**

G. Nielson amended his Oath; this will be forwarded to Legal Counsel for advice.

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

Members were asked to return the signed Codes to the Board office.

**4. DECLARATION OF CONFLICT**

No conflicts were declared.

**5. CONSENT AGENDA**

Motion: D. Manning/C. Denesiuk

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

Items Approved:

***“BE IT RESOLVED THAT the September 24, 2013, Open Session minutes were approved.”***

***“BE IT RESOLVED that the following persons be appointed as Board Observers for a one year term from November 26, 2013 to November 24, 2014:***

***Tim Walters, representing Okanagan College Faculty Association  
Cam McRobb, representing the BCGEU Vocational Instructors  
Nancy Ankerstein, representing the Administrators Association  
Chelsey Adams, Student, Shuswap Revelstoke;  
Gabriel Pratico, Student, South Okanagan-Similkameen;  
Ash Islam, Student, Central Okanagan”***

**MOTIONS CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**8. NEW BUSINESS/RESOLUTIONS**

**8.3 Education Council (R. Gee)**

**8.3.1 Program Approvals**

Motion: L. Rozniak/S. Nahal

***“BE IT RESOLVED THAT the Board approve the revision to the Bachelor of Business Administration – Finance Specialty, as recommended by Education Council and as presented”***

**MOTION CARRIED**

Motion: C. Denesiuk/D. Manning

***“BE IT RESOLVED THAT the Board approve the revision to the Bachelor of Business Administration – Human Resource Specialty, as recommended by Education Council and as presented”***

**MOTION CARRIED**

Motion: C. Gerbrandt/D. Manning

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

This program was recently approved by the national body.

**MOTION CARRIED**

**Motion:** C. Denesiuk/D. Manning

***“BE IT RESOLVED THAT the Board approve the revisions to the Welding Level C Certificate Program, as recommended by Education Council and as presented”***

**MOTION CARRIED**

**Motion:** D. Manning/L. Rozniak

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

**MOTION CARRIED**

**Motion:** D. Manning/L. Swite-Ghostkeeper

***“BE IT RESOLVED THAT the Board acknowledges that it approved the Admissions Appeal Policy in error”***

This policy was originally submitted to the Board in error; the Board did not need to approve it.

**AMENDED MOTION CARRIED**

### **7.3.2 Program Schedules**

**Motion:** S. Nahal/L. Rozniak

***“BE IT RESOLVED THAT the Board approve the following schedules as recommended by Education Council and as presented:***

- ***Certified Dental Assistant certificate,***
- ***Early Childhood Education diploma,***
- ***Early Childhood Education Infant/Toddler Specialty certificate,***
- ***Health Care Assistant certificate,***
- ***Human Service Work diploma,***
- ***Practical Nursing diploma,***
- ***Therapist Assistant diploma,***
- ***Adult Special Education,***
- ***Accounting Assistant Certificate,***
- ***Administrative Assistant certificate,***
- ***Administrative Assistant Fundamentals certificate,***
- ***Office Assistant Certificate,***
- ***Legal Administrative Assistant Certificate (Litigation), and***
- ***Legal Administrative Assistant Certificate (Corporate/Conveyancing)”***

These programs begin in February.

**MOTION CARRIED**

## **7 PRESENTATIONS AND DELEGATIONS**

### **7.1 Foundation (K. Butler)<sup>1</sup>**

It was noted that there is \$3 million of unmet student financial need declared by students.

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<sup>1</sup> Presentation is posted on My Okanagan/Board meetings/2013/Presentations

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**8. NEW BUSINESS/RESOLUTIONS**

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

**8.1.1 Tuition Process**

**Motion:** B. McGowan/Y. Pinder

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the tuition consultation process as recommended by the Finance, Audit and Risk Review Committee”.***

The process will be the same as in previous years: administration will meet with the students to review the budget; students will then be invited to give presentations at the February Finance and then the March Board meeting.

**MOTION CARRIED**

**8.2 Executive Committee (T. Styffe)**

**8.2.1 Board Meeting Schedule 2014**

The Financial Services Division has requested that the May meeting be held in the Central Okanagan in the event documents require changes. The Board would meet in the North Okanagan in April if a meeting is required.

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

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve Board Meeting Schedule for 2014 as presented here”.***

**MOTION CARRIED AS AMENDED**

**8.4 Policy Revision**

**8.4.1 Discrimination, Bullying and Harassment Policy**

**Motion:** C. Denesiuk/D. Manning

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revisions to the Discrimination, Bullying and Harassment (E.2.1) Policy as recommended”.***

This policy has been revised as noted in the briefing note.

**MOTION CARRIED**

**9 VERBAL REPORTS**

**9.1 Board Chair Report (T. Styffe)**

The BCC Board Chairs will meet in January to discuss Board member compensation.

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

As Chair of the BCCIE (BC Council for International Education) the President attended a meeting with other CEOs of crown corporations at which the Minister of Finance spoke. In his speech, the Honorable Mike de Jong, he stressed fiscal management and job creation in the private sector.

The provincial government has aggressive targets to address the skills shortage.

**10. INFORMATION**

**10.1 Stable Enrolment Report (A. Hay)**

Headcount is individual students in September (not on a program basis); credits are on a per course basis.

Overall headcount is a flat system wide figure (there has been a decrease in Salmon Arm (Arts and Foundational programs as well as Trades)); there has been an increase in Penticton, however, Vernon is

down because Arts is down. The decrease in Arts programming is a national trend; there is a movement of students from Arts to Sciences.

The decrease in Trades is likely a timing issue (the decrease has not been drastic).

Retention is tracked on a program by program basis.

## **11. TOPICS FOR NEXT MEETING**

### **11.1 Student Concerns**

G. Nielson raised his concerns that the Board did not comply with the Act when the student terms were changed from November – October to November – July.

The reason for the change was noted by the Chair of the Governance Committee as a remedy for students being unable to complete their term in the event they graduate in June. This item will be reviewed further at the next Governance Committee meeting for best practices on a go forward basis.

The Chair noted that the students have received a letter from him extending their terms to October 31, 2014, so this should not be an issue at this time.

### **11.2 Core Services Review**

This will come to the Board for discussion in January.

## **12. OTHER BUSINESS**

## **13. FOR THE GOOD OF THE INSTITUTION**

A meeting evaluation was available to all members in hardcopy.

The Chair thanked those members who attended events since the last Board meeting.

The next event is Winter Convocation on January 11<sup>th</sup>; if members are planning to attend, please let the Board office know.

**14. DATE OF NEXT MEETING** January 28, 2014, Kelowna Campus

## **15. ADJOURNMENT**

**Motion** to adjourn: L. Rozniak/C. Denesiuk

**MOTION CARRIED**

The meeting adjourned at 2:23 p.m.