

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

**Tuesday, September 25, 2007 1:30 p.m.
Room S103B, Kelowna Campus**

Approved October 30, 2007

Members Present:	J. Shaw, J. Hamilton J. Lister B. Hughes B. Cooke L. Kayfish P. Johnson P. Terbasket M. Conlin E. Brighthouse- Warren A. Cossentine
Regrets:	A. March A. Tozer M. Preston- Horin
Board Secretary:	L. Le Gallee
Vice Presidents:	B. Eby A. Hay
Directors:	A. Coyle
Regrets:	S. Koehle P. Murray, OC Faculty Association J. Yacheson, Administrators Association G. Born, BCGEU Support Staff C. McRobb, BCGEU Vocational Instructor Kalamalka Student Association Okanagan College Student Union
Guests:	J. Muskens

There being a quorum present, the Chair called the meeting to order at 11:50 a.m.

Due to the cancellation of the Retreat debriefing session, the meeting time was moved forward.

1. APPROVAL OF AGENDA

Motion: A. Cossentine/P. Johnson

“BE IT RESOLVED THAT the September 25, 2007, OC Board open session meeting agenda is approved”

CARRIED AS AMENDED

2. DECLARATION OF CONFLICT

No conflicts were declared.

3. APPROVAL OF MINUTES - June 26, 2007

Motion: N. Brighthouse-Warren/J. Lister

“BE IT RESOLVED THAT the June 26, 2007, open minutes are approved as amended.”

CARRIED AS AMENDED

4. BUSINESS ARISING FROM THE MINUTES

5. PRESENTATIONS/DELEGATIONS

5.1 Update on Promoting and Recruiting (J. Muskens)

J. Muskens gave a Powerpoint presentation; copies were made available.

Points included:

- Last year was the first year there was a full time recruiter on each campus;
- 8,000 newsletters go out to parents of Grades 10, 11, 12 students from Revelstoke to Osoyoos inviting them to information night at the each campus;
- There are over 100 high school visits per year; over 97,000 rack cards are printed each year for display in the schools; Okanagan College is the only college with a display in each high school;
- Enrolments have doubled as a result of the engineering technology/employer ads;
- Public Affairs works closely with J. Coble to target Aboriginal and Metis students. Currently students must self identify their status on the application form; administration is working on correcting this. Currently 269 students self identified; 85% come from the region, 91.7% from BC;
- Initiatives are underway to move to more electronic recruitment;
- Overall headcount is up by 9.8% since last year.

Goals for 2007/08

- Increase focus on aboriginal student recruitment (assist and support J. Coble more)
- Target adult learners
- E-recruitment
- Enrolment management focus including data collection (results of this will aid in keeping attrition rates down)
- Recruitment project (pan institutional committee) that will examine and make recommendation on domestic student recruitment initiatives and practices to the Leadership Team. A member suggested someone from the Aboriginal Education Council be asked to sit on this Committee.

Challenges include:

- Strong labour market
- Grade 12 demographic is declining

J. Muskens left the meeting at 12:40 p.m.

6. NEW BUSINESS/RESOLUTIONS

6.1 Revised Key Directions (J. Hamilton)

In the revised Key Directions, the Learning Organization has become a foundational principle instead of a Direction; Student Success is in the centre as everything revolves around this issue.

Once approved these Directions will be incorporated into the Planning and Priorities document.

J. Hamilton noted that each Vice President is working on establishing benchmarks for key milestones in their respective domains. These will be presented to the Board as each is completed.

A member requested that a one page narrative be prepared on each of the challenges.

Suggestions made included:

- One diagram was revised to read “Aboriginal Communities”;
- Add to “increase student retention”. Student success means that the college retains the students and they do well;
- A summation of outcomes to ensure Board members understand the language and define how the directions transcend to the governance level.

Motion: B. Cooke/N. Brighthouse Warren

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the revised Key Directions as distributed”.

CARRIED

Break at 1:05 p.m. for Board photo.

Meeting resumed at 1:20 p.m.

6.2 Governance Committee (J. Lister)

6.2.1 Policies: Deletions

Motion: J. Lister/B. Cooke

“BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following policies:

***Naming Buildings and Facilities
Assessment of Education Needs
Budget
Financial Institution Appointments***

CARRIED

6.2.2 Approvals

Motion: J. Lister/ N. Brighthouse Warren

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the following policies:

***Naming Privileges – Building and Facilities
Program and Services Standards
Financial Reports
Finance – Banking and Borrowing of Funds
Operational and Budget Plan***

CARRIED

7. REPORTS

7.1 Board Chair Report (J. Shaw)

Report as circulated.

Upcoming events include:

- Penticton Auto Dealers Golf and Gala – September 28th
- Annual Alumni Banquet – October 25th
- The Standing Committee on Finance – October 10th

J. Pugsley is no longer the observer for the Okanagan College Faculty Association; he has been replaced by Peter Murray. Peter was unable to attend this meeting due to his teaching schedule.

The Call for Nominations for Honorary Fellows has been circulated; the due date October 5, 2007.

7.2 President's Report (J. Hamilton)

Report as circulated.

J. Hamilton noted that the Jamaican High Commissioner was in Kelowna last week.

7.3 Campus Planning Committee (M Conlin)

Report as circulated.

7.4 Finance and Audit Committee (B. Cooke)

Report as circulated.

B. Cooke tabled his Report from the In Camera session into the Open Session.

7.4 Education Council (A. Cossentine)

Report as circulated.

A new program (Analytical Chemistry Technology Program) is going through Education Council in October; it is the hope this will come to the Board for approval in the next few months.

8. INFORMATION ITEMS

8.1 Preliminary Enrolment Report (A. Hay)

Handouts were distributed.

A. Hay stated that the enrolment report is just a snapshot, FTEs come later in the academic year.

Crucial definitions in understanding the numbers as being presented were:

Headcount is a measure as of September 15th how many students are registered in the programs. This does not include Trades students in programs (just student bodies on that day).

Registrations: total number of individual course registrations. For example, if a student registers in 5 courses, this would count as 5 registrations.

Credits: total number of credits being taken by our students. For example, if a student registers in four 3-credit courses and one 2-credit course, this would count as 14 credits.

Billing Credits: Similar to credits, but engineering technology programs have "adjustments" applied to the credits for billing purposes.

With regard to technologies, a number of factors contribute to the decline in enrolment:

- The workload is high;
- The program is very demanding;
- High school males are not typically taking math and this is a male orientated field.

J. Hamilton stated that at the recent BCCP meeting he found that the colleges are experiencing more enrolments in this area; once this report is available he will share the information with the Board. Okanagan College has experienced a 3.2% increase in registrations. UBC O is experiencing some growth as well, but still not as much as first expected.

The stable enrolment report will be distributed in October/November when it is available.

8.2 Program Development Impacting Program Length (A. Cossentine)

Handout was distributed.

Board members were encouraged to contact the Board Chair if more education in this area is desired.

A. Cossentine added that articulation and transfer programs are also criteria that determine program length; and, private providers must meet the same accreditation criteria as public institutions.

9. TOPICS FOR NEXT MEETING

10. OTHER BUSINESS

A copy of a MOU between BCCP and the Alberta Association of Colleges and Technical Institutes was made available for information.

11. DATE OF NEXT MEETING

October 30, 2007, Penticton Campus

12. ADJOURNMENT

The meeting adjourned at 2:10 p.m.