

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

**Tuesday, October 31, 2006, 10:00 a.m.
Revelstoke Centre, 1401 First Street, Revelstoke, B.C.**

Approved December 5, 2006

Members Present: N. Embree, J. Hamilton
 J. Shaw
 J. Lister
 T. Tischik
 A. Tozer
 N. Brighthouse Warren
 A. March
 M. Conlin
 A. Cossentine

Absent: B. Hughes
 P. Johnson
 J. Perrino
 D. Forbes

Board Secretary: L. Le Gallee

Vice Presidents: A. Hay
 S. Koehle

Absent: K. Burt
 A. Coyle
 C. McRobb, BCGEU Vocational Instructor
 G. Fjetland, BCGEU Support Staff
 J. Pugsley, OC Faculty Association
 J. Yacheson, Administrators Association
 Kalamalka Student Association
 OCSU

Guests: L. Wilson, J. Lemieux, M. McKee, A. Laidlaw

There being a quorum present, the Chair called the meeting to order at 10:20 a.m.

1. APPROVAL OF AGENDA

Motion: A. Tozer/ J. Lister

“BE IT RESOLVED THAT the September 26, 2006, OC Board open session meeting agenda is approved”

CARRIED

2. DECLARATION OF CODE OF CONDUCT

No conflicts were declared

3. APPROVAL OF MINUTES - September 26, 2006

Motion: N. Brighthouse-Warren/A. March

“BE IT RESOLVED THAT the September 26, 2006, open minutes are approved.”

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Revised Board Calendar (J. Lister)

If there are any further revisions consultation will occur.

5. NEW BUSINESS/RESOLUTIONS

5.1 Approval of Advisory Committee Members (N. Embree)

Motion: J. Shaw/A. March

“BE IT RESOLVED that Tracy Coupal be appointed to the Certified Dental Program Advisory Committee for a three year term”.

CARRIED

Motion: N. Brighthouse-Warren/J. Lister

“BE IT RESOLVED that Beverly Jean Lazzarotto be appointed to the Salmon Arm Regional Advisory Committee for a one year term”.

CARRIED

5.2 Banking Resolution (J. Shaw)

Motion: J. Shaw/J. Lister

“BE IT RESOLVED that the Board recommends that the Okanagan College management be instructed to begin the fund manager selection “Request for Proposals” process”; and,

“BE IT RESOLVED that the Board recommends that the Okanagan College management proceed to extend the current banking arrangement with TD Canada Trust for one year, October 1, 2006 to October 1, 2007 and that a banking selection process (Request for Proposals) be commenced in the Spring 2007”.

The reason the RFP is being postponed until Spring 2007, is because the VP, Finance and Corporate Services and the Director, Finance Services are both leaving and it would be poor timing to change banking services at this time.

M. McKee arrived at 10:25 a.m.

6. PRESENTATIONS/DELEGATIONS

6.1 Quality in Teaching and Learning (A. Hay)

Program Advisory Committee minutes from July 2005 to present were made available.

A member asked that the number of students surveyed from our institution be made available.

In answer to a question, A. Hay replied that there are some provincial standards that dictate hiring as well as instructional qualifications depending on the program and the accreditation requirements.

The Program Advisory Committees (PAC) play a vital role in informing Okanagan College with regard to graduate readiness for the workforce. In the area of university transfer there is no PAC, the Deans are good conduits for keeping the College informed. Exit surveys will assist with this to some degree.

With regard to class sizes at Okanagan College, the classes are smaller but appropriate for the programs offered. In Kelowna there are a few larger classes, this is a holdover from OUC. There are some standards, like Science labs, where this is predicated on safety; and computer labs are

dictated by equipment. There are some studies that state what is appropriate for classes such as English based on pedagogy.

L. Le Gallee will circulate the Powerpoint; members were encouraged to forward additional questions or comments to A. Hay.

6.2 Regional Dean Report (L. Wilson/J. Lemieux)

With continued efforts to provide access and to deliver relevant and high interest programming, the Region has implemented, with assistance of J. Haller and his team, the rotating trades programs. Welding was the first offering; electrical starts in February with almost double the applicants. This year the Region partnered with the Shuswap Construction Industry Professionals, School District #83, and the Shuswap Association for Community Living to build a triplex which will provide affordable housing for disabled residents of the Shuswap.

Currently a successful cost recovery program in Home Support Resident Care is being delivered. Based upon the number of phone calls received from employers on a regular basis, OC graduates should have no difficulty obtaining employment. In addition to Trades and Health, course registrations in second year Arts have doubled by augmenting offerings in that area. This was in response to students, many of whom cannot afford to leave the area.

The Continuing Studies programming continues to expand as residents within the Region seek qualifications to take advantage of B.C.'s booming economy. Geographic Information Systems, now has specialty courses for Municipalities and Regional Districts, Forestry, and First Nations. Class projects have included mapping a hut to hut trail which will link the Enderby Cliffs, to Three Valley Gap, to the North Shuswap, and back to Salmon Arm. John Herman, a GIS student, who has mapped septic systems which are likely to affect water quality around the Shuswap will be used to develop a waste management plan for the Columbia Shuswap Regional District. The Continuing Studies department has submitted a million dollar proposal to Services Canada to continue operation of employment centres and a Work Search Centre in Salmon Arm and Sicamous. If successful, this would be the third year of operation.

A. Laidlaw arrived at 11 a.m.

Student Success Centres: utilization of services continues to grow and it is fair to say that these support services have meant a world of difference to OC students' academic success.

Internationalize the Salmon Arm Campus: this past year OC has hosted students from Switzerland, Germany, Taiwan, Russia, Mexico, Korea, and Japan. The hope is that in five years 20% of the student body will be from other countries. It will be important that full credentials can be completed in the Region. It is our intent to develop new courses and integrate current course content in this direction.

L. Wilson continued with her update from last year. A comprehensive Feasibility Study was completed in the area of the Civil Engineering Technology Program with a Specialization in Geomatics. There is an urgent and substantial employer demand but limited student demand in Geomatics at BCIT, the University of Victoria, and SAIT in Alberta. The Region is currently re-assessing the specialty field but believes that Civil Engineering Technology is the path to follow.

Another focus of partnership has been in the field of Creative and Performing Arts. The vision is exciting and holds potential, but clearly more research is required prior to selecting the focus for the Shuswap-Revelstoke region. It may be the case where Continuing Studies offers summer programming to ascertain those areas of the cultural arts which attract the most interest and attention.

Last year, in concert with community organizations, the Region awarded \$32,000 in scholarships and bursaries. The goal is to increase annual efforts through initiatives such as the annual Links to Learning Golf Tournament.

In the future, in Revelstoke, the emergence of the Revelstoke Mountain Research Centre will be notable. This is a partnership of leading post-secondary institutions, Parks Canada, and community organizations committed to issues of importance to mountain communities.

Questions

In reply to a question whether the students in the Region are being drawn by Thompson Rivers University, L. Wilson stated that students have tremendous possibilities, they have OC and UBC-O and TRU and all the vocational training at OC in Kelowna. There are a number of possibilities for partnerships with TRU that would benefit OC students.

The Chair congratulated L. Wilson on being chosen as business person of the year in Salmon Arm last week.

Continuing Studies Administrator (J. Lemieux)

J. Lemieux distributed the Continuing Studies brochure for Revelstoke

She thanked the board and senior administration for organizing the community reception and meeting in Revelstoke. Thanked N. Embree and T. Tischik for their efforts.

As a follow up from last year's report, the ski hill and BC Hydro Turbine 5 projects have progressed. The ski hill will be operational in 2007.

The Revelstoke Mountain Resort project is also progressing. One construction firm in town estimates that 100-150 carpenters will be need next year.

Needs being experienced by the Revelstoke Centre are:

- The HS/RCA program is needed. It has proven to be difficult to secure instructors. The OC department practicums will have to be completed in Salmon Arm. This will need to be a cost recovery program; currently a private trainer is filling the need in this area;
- The Residential Construction program is needed. This will enable students to receive training and stay in the area for the jobs that are anticipated in the next few years. BC Hydro has agreed to support this training initiative;
- Would like to offer a joint training program in pre-trades for youth at risk under the age of 30;
- Joint pilot project in relation to Applied Business Technology programs so students can transfer to OC;
- Would like to explore video conferencing in Revelstoke;
- With the last budget development a partial administrative position was requested; as well as a request to expand the facilities.

Successes include:

- AACP (Adult Academic Career Preparation) enrolments remain steady (12 tutors and 9 learners staffed)
- Literacy has increased since last year.

J. Lemieux asked that administration and the Board consider increased support for the Revelstoke region.

Questions

With regard to the space question, J. Lemieux replied that the School District is looking at closing two elementary schools and may build a new school. The community needs a plan for the building, the school district as voiced that they do not want to be landlords. There is no space down town. Shared facilities with the high school have been considered, but this poses some barriers. It is expected that enrolments in the schools in this area will drop substantially in the next few years.

6.3 Regional Advisory Committee Report – Revelstoke (T. Tischik)

T. Tischik thanked J. Lemieux for all her hard work on behalf of Okanagan College.

The Regional Advisory Committee consists of 8 members (representatives from IHA, local service providers, School Board, high school, Chamber and City Council and the general public). They meet at least four times a year and identify potential partnerships.

The Chamber of Commerce is changing as well. The focus is on tourism; they offer a program in conjunction with Columbia Basin Trust (\$3500 for an on line program). The Chamber also plans to offer a customer service training plan for all service industry employees to inform and teach them how to best represent Revelstoke.

6.4 Community Presentations

City of Revelstoke (M. McKee)

M. McKee thanked the Board for the reception, unfortunately the Council meeting went late and Councillors were unable to attend.

He gave a brief history of Revelstoke.

The ski hill project when completed will have the longest vertical in North America; fourth highest vertical in the world. With the equivalent of 16,600 bed units at the resort it is expected that the population of Revelstoke will double. This resort will be 10,000 acres (the size of Whistler and Blackcomb combined).

The City has made progress in negotiations with the Province to upgrade the TransCanada highway (\$125 million every year for 10 years). This is expected to double tourism in the area by 2015. There are 15 fatalities a year from Salmon Arm to Golden, this upgrade would decrease this number significantly.

He concluded by saying he is looking forward to having Okanagan College grow with the community in the coming years.

BC Hydro (A. Laidlaw)

BC Hydro needs more electricity in British Columbia. The plan is to complete a \$300 million upgrade/500 megawatt project to the Revelstoke Dam by the fall of 2010 by adding a fifth penstock and turbine unit.

190-260 person years will be required for this project (direct, indirect and induced employment). This will include apprenticeship opportunities, a project coordinator will be hired to facilitate local

hiring and other miscellaneous items. BC Hydro will be providing Okanagan College with a one time \$30,000 grant.

Apprenticeship opportunities will include: tunnel and rock workers, IBEW, carpenters, operating engineers, machinists, boiler makers, ironworkers, pipe fitters, cement masons, painters, teamsters, COPE, miscellaneous trades, contractors staff.

Year	Number of Employees Required
2006/07	1
2008/09	66
2009/10	138
2010/11	80
Total	285

The one time \$30,000 grant would guarantee spaces in the upcoming carpentry program, and offer future rotating trades programs. Travel costs for students to attend programs not offered locally would be available, but this would not be the preferred use for the funds.

A socio-economic study has been done with regard to housing in the area. The City is looking at developing more mobile home parks and authorizing the legalization of basement suites.

M. McKee stated that one of the goals of the City is to keep the community affordable. With the average house price having doubled to \$300,000 in the last two years, there is a need to market Revelstoke as affordable.

M. McKee and A. Laidlaw left the meeting

7. REPORTS

7.1 Chair Report (N. Embree)

The Chair noted upcoming events; L. Le Gallee will send an email reminder of the events.

7.2 President's Report (J. Hamilton)

The President's report was circulated at table.

R. Wittenberg, ADM, Post Secondary Education Division, visited Penticton when she met with administration on October 3rd. this was to acquaint her with the buildings and land and increase awareness of the campuses outside of Kelowna.

J. Hamilton noted that the Lease for 247 Martin Street in Penticton has been signed.

The last interview for the Regional Dean North Okanagan will occur November 30th, it is expected to have someone in this position no earlier than January 2007.

A member asked that copies of the new Viewbook be distributed.

7.3 Education Council (A. Cossentine)

Report included in the agenda.

7.4 Finance and Audit Committee (J. Shaw)

At the October 17th meeting earlier this month, Jim Grant, Grant Thornton, did a Powerpoint presentation on internal controls and how an audit committee assesses the internal controls.

The Committee will continue to review the controls at the Finance level and develop a way of tracking them.

The Chair has asked Y. Pinder for a six month review of the finances and this will be presented to the full Board for information at the November meeting.

The Investment Policy has been reviewed and will come the November Board meeting.

7.4.1 Management Response to Internal Control Findings of the Audit

This has been reviewed this at the Committee level.

7.5 Campus Planning Committee (M. Conlin)

The Committee did not meet at the regularly scheduled period; but will likely meet every month from now on.

The Master Capital Plan has not been completed.

As D. Forbes is no longer on the Committee, additional members are required. M. Conlin will speak to Board members to gauge their interest in serving on the Committee.

7.6 Governance Committee (J. Lister)

Early in the New Year the Committee will review the Terms of Reference for all the Committees to determine which need new members.

With regard to new Board members, over 30 applications were received. However, a First Nations applicant was not among them, so the President's office has sent a letter to the ONA soliciting nominations. Letters will be going out to those who were not recommended to the BRDO as well as to those who were.

The Governance Committee will be designing an orientation in the coming months.

The Board Goals are listed in the agenda and should be approved by the Board.

Motion: J. Lister/N. Brighthouse-Warren

BE IT RESOLVED that the Board approve the Board Goals for 2006/2007 as recommended by the Governance Committee".

CARRIED

Work on policies continues.

7.7 BCGEU Support (G. Fjetland) - absent – no report

7.8 BCGEU Vocational Instructors (C. McRobb) - absent – no report

7.9 Faculty Association (J. Pugsley) - sent regrets, no report

7.10 Administrators Association (J. Yacheson) – absent – no report

8. INFORMATION ITEMS

8.1 ACCC Board Chair and Vice Chairs Meeting

9. TOPICS FOR NEXT MEETING

9.1 Approval of Honourary Fellows

9.2 Education Plan

10. OTHER BUSINESS

11. DATE OF NEXT MEETING

Tuesday, November 28, 2006, Vernon

12. ADJOURNMENT

The meeting adjourned at 1:15 p.m.