

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

**Tuesday, September 26, 2006, 10:00 a.m.  
Harvest Ponderosa Room, Best Western Inn, Kelowna**

**Approved October 31, 2006**

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Members Present: N. Embree, J. Hamilton  
J. Shaw  
B. Hughes  
P. Johnson  
J. Lister  
J. Perrino  
T. Tischik  
A. Tozer  
N. Brighthouse Warren  
D. Forbes  
A. March  
M. Conlin  
A. Cossentine

Board Secretary: L. Le Gallee

Vice Presidents: K. Burt  
A. Hay  
S. Koehle

Directors: A. Coyle

Official Observers: C. McRobb, BCGEU Vocational Instructor  
G. Fjetland, BCGEU Support Staff

Absent: J. Pugsley, OC Faculty Association  
J. Yacheson, Administrators Association  
Kalamalka Student Association  
OCSU

Guests: K. Butler, M. Mehrer, Y. Pinder, C. Lacey

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

**1. SIGNING OF CODE OF CONDUCT**

**2. APPROVAL OF AGENDA**

**Motion:** A. Tozer/ J. Lister

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

There are no reports from students, the OCSU and KCSA will put forward names of new student observers once internal elections are complete.

D. Forbes asked that he have time to discuss the Student Union Day of Action planned for February 7, 2007.

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Approval of Committee Terms of Reference for the Campus Planning; Governance and Human Resources Committees was added as item 5.2.

Board Goals were removed from the In Camera and were conducted as a Board Development session following the Open Session meeting.

**CARRIED AS AMENDED**

**3. APPROVAL OF MINUTES - June 26, 2006**

**Motion:** T. Tischik/M. Conlin

***“BE IT RESOLVED THAT the June 26, 2006, open minutes are approved as amended.”***

**CARRIED AS AMENDED**

**4. BUSINESS ARISING FROM THE MINUTES**

**5. NEW BUSINESS/RESOLUTIONS**

**5.1 Board Calendar (J. Lister)**

The dates on this calendar are still somewhat draft; some adjustments may need to be made. K Burt will confirm the capital planning date and this document will be forwarded to members with next months agenda.

**Motion:** J. Lister/J. Shaw

***“BE IT RESOLVED THAT the attached Board Calendar be approved as recommended by the Governance Committee subject to minor revisions”.***

This Calendar will be added to the Board manual in an easy to fold format.

**CARRIED**

**5.2 Approval of Committee Terms of Reference (N. Embree)**

The Terms have been reviewed by the Committee Chairpersons, the Governance Committee and the OC Legal Department.

The Finance and Audit Terms were received by email this morning and have been properly vetted. The Board was comfortable with approving these Terms at the same time as those emailed on September 22, 2006.

**Motion:** J. Lister/M. Conlin

***“BE IT RESOLVED that the Terms of Reference for the Campus Planning Committee; the Governance Committee; the Human Resources Committee; and the Finance and Audit Committees be approved as recommended”***

**CARRIED**

The President complimented J. Lister and the Committee Chairs on the work required to accomplish this task. He noted that OC is on par with the leading institutions in the province in terms of where the Board is going. N. Embree added his thanks to the Committees.

**6. PRESENTATIONS/DELEGATIONS**

**6.1 Update on Strategic Directions on Promoting and Recruiting (S. Koehle/A. Coyle)**

The multi-media presentation shown to employees on August 25<sup>th</sup> was shown to the Board.

A. Coyle noted that the recruitment calendar in the agenda package is not quite complete yet.

S. Koehle updated the Board on enrolment management strategies. He noted that the enrolment opportunities analysis from Noel Levitz Report is available on the website.

Recommendations outlined in the Report that have been completed are:

- OC has developed a presence in schools
- Has hired recruiting assistants in each region. If additional funds are needed for future resources, this will have to be reviewed
- Have visited institutions with contact centres to fulfill the plan of creating a contact centre. Leadership Team has implemented a working group to 1) undertake study of current practices; 2) evaluate the practices in relation to best practices and align OC's practices with Canadian and international practices.
- With regard to First Nations recruitment, an Aboriginal Access & Services Coordinator has been hired, OC will promote and work with groups to assess aboriginal student need.

### Discussion

A member noted that hiring recruitment assistants in each region is a great idea; as well as, the relocation of programs to Ellis Street in Penticton (due to the closure of the Ponderosa Building) has been a positive move.

*C. Lacey arrived at the meeting at 10:55 a.m.*

A member noted his concern there is no reference to foreign students in the enrolment figures. This was addressed by noting that OC's student exchange number has increased from 11 in 2005/06 to 30 in 2006/07; foreign students are often staying at home to increase their proficiency in English; OC is looking at markets and partnerships overseas that will bear fruit.

The Premier has invited the College and University Presidents on an economic development mission to China. It is expected some critical agreements will be signed with Chinese institutions and the Chinese Government at that time.

Members discussed increasing Okanagan College's brand recognition; and possible changes to the website (a survey was distributed among students to determine the most effective use of the website from a student's perspective).

## **6.2 Capital Master Plan (K. Burt)**

A presentation by Mark Mehrer, Resource Planning Group Inc. (RPG) covered the following:

- Steps required to develop a master capital plan
- The Ministry provides guidelines in this area, this exercise will assist in the approval process
- Four master plans will be the result of workshops conducted at each of the campuses
- Project parameters:
  - Master program: September – November (interim document end of October)
  - Physical Plan: November- December (interim document in November)
  - Final document: January 2007
- Will be aligned with the College's strategic vision

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Discussion

A member questioned if the Education Plan is advanced enough that it will not impede this process. Yes, in general terms, the Education Plan is a 5 year plan and will be considered in the Master Capital Planning process.

The Physical Plan will be the means to organize the space needs with prioritized recommendations coming forward to the Board table from the Campus Planning Committee. Each Regional Dean will aid the Committee by providing input from those who have been consulted.

A student member shared her concern that consultation process will be handled effectively. K. Burt stated that RPG is working on an accelerated timeline but there will be more than one opportunity for consultation with each group of stakeholders.

Following the completion of the Master Planning process, the Foundation will launch a fundraising campaign. They are currently conducting a feasibility study to prepare for such a campaign.

**7. REPORTS**

**7.1 Chair Report** (N. Embree)

Nothing additional to report; the date of convocation is confirmed as being held on June 3<sup>rd</sup>.

*Brief break*

*C. McRobb left the meeting.*

**7.2 President's Report** (J. Hamilton)

The President has received information on the Campus 2020 initiative being undertaken by the Government. Information was sent to members by email on September 25<sup>th</sup>. This review is underway because BC has the best post-secondary system in Canada but the question is how can it be better and how can BC prepare for the future.

Okanagan College will have an opportunity to do written and face to face presentations in the coming months. BCCP (BC College Presidents) is giving a presentation. As well, submissions by individuals are encouraged. This could be on a future agenda if the Board is interested in discussing it in any detail.

There is an Economic Summit on October 6<sup>th</sup> in Kelowna. The President encouraged Board members to attend. L. Le Gallee will send members the registration information.

**7.3 Education Council** (A. Cossentine)

Report included in the agenda.

**7.4 Finance and Audit Committee** (J. Shaw)

The Committee met on September 12<sup>th</sup>, the following documents were reviewed:

- Terms of Reference were reviewed and revised;
- The Investment Policy was reviewed. K. Burt is making further revisions in consultation with Legal, this is expected to return to the Committee in October and then come to the Board;

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- The financial cycle document was circulated and it is the wish of the Committee to have this document appended to the Terms of Reference;
  - The financial statements as of July 31, 2006. The Committee was told that the finances were on track as per budget plans;
  - A review of T4 assessments and adjustments has been completed by CRA (Canada Revenue Agency). The College will respond to this review by developing policies with respect to travel allowance and inter campus travel, parking, employer paid education costs, internet service and cell phone services.

**7.5 Campus Planning Committee** (M. Conlin)

The Committee met September 12, 2006, and considered:

- The Terms of Reference;
- Received an update on the Master Capital Planning process;
- Reviewed the issue of the Ponderosa Building in Penticton and was presented with options.

The Committee will not meet in October; it is expected that the Master Capital Plan will be available later in October.

**7.6 Governance Committee** (J. Lister)

Report included in the agenda.

Additional items to report were that a Notice of Position was distributed to fill three vacant positions on the Board, the Notice closes October 1, 2006.

At the June meeting the Committee decided to request all the policies be reviewed. D. Olson is determining which policies are Administrative in nature and which are Board. This information might be available for the next meeting.

**7.7 BCGEU Support** (G. Fjetland)

Nothing to report.

**7.8 BCGEU Vocational Instructors** (C. McRobb)

Nothing to report.

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

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

**7.11 Student Report** (D. Forbes)

D. Forbes stated that the Feb 7<sup>th</sup> day of action will be a day for students to protest rising education costs. The students have requested academic amnesty for this day, this has not been approved yet. OCSU may ask for the Board to write a letter of support; he requested time on the next agenda to do a presentation in order to provide further details.

The Board agreed to consider this presentation. D. Forbes will forward additional information to L. Le Gallee.

**8. INFORMATION ITEMS**

**8.1 Enrolment Report**

Information was distributed prior to the meeting. OC expects to reach 100% or higher this year.

Issues to note are: enrolment in foundational programming is down this year compared to last year. Last year was the first year OC did not collect tuition in this area. This year is a more normal situation. Across the province there has been a downward trend.

The President stated that at BCCP the preliminary reports from other institutions indicate that OC may be leading the rural Colleges in the ability to meet capacity. The Ministry will be reviewing the allocation of new growth FTEs.

Stable enrolment will be available after the March 31<sup>st</sup> cut off.

**9. GROUP PHOTO** (this was postponed until 2:30 p.m.)

**10. TOPICS FOR NEXT MEETING**

A member suggested that the meeting be held in Revelstoke in October with the possibility of a reception with the community the night before.

J. Hamilton will check with L. Wilson to determine if this is possible.

A member asked if a report could be given next month under Business Arising with regard to IT services (web casting, video conferencing).

**11. OTHER BUSINESS**

**12. DATE OF NEXT MEETING**

October 31, 2006, Salmon Arm or Revelstoke

**13. ADJOURNMENT**

The meeting adjourned at 12:45 p.m.