



Okanagan College Board of Governors

Open Session Meeting Agenda

September 27, 2022 at 10:15am
E213, Vernon Campus

The meeting will be held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

Timing		Pages
10:15am	1. CALL TO ORDER	
	2. APPROVAL OF AGENDA	1-3
	<u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the September 27, 2022 Okanagan College Board of Governors approves the Open Session meeting agenda and thereby approves the consent agenda."</i>	
	2.1. Consent Agenda	
	2.1.1. Open Session Minutes – June 22, 2022	4-7
	2.1.2. Policy Workplan	10-14
	2.1.3. Annual Meeting Calendar and Workplan <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023-2024 Board meeting dates as recommended by the Executive Committee and as presented."</i>	15-19
	2.1.4. Meeting Protocols <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Meeting Protocols as presented and as recommended by the Governance Committee."</i>	20-23
	2.1.5. Employee Discrimination, Bullying and Harassment Policy	24-29
	3. DECLARATION OF CONFLICT	
	<i>As per Board Bylaws section 14.2, a Board member will immediately upon becoming aware of a potential, real, or perceived conflict of interest situation, disclose the conflict to the Chair. The Member and the Chair will follow the Procedures for Disclosure under the Code of Conduct for Okanagan College Board of Governors Policy.</i>	

Okanagan College Board of Governors
Open Session Meeting Agenda
 September 27, 2022 at 10:15 AM

<i>Timing</i>		<i>Pages</i>
10:20am	4. REPORTS	
	4.1. Chair Report (J. Cunningham)	
	4.2. Campus Planning Committee Report (D. Rubadeau)	
10:30am	4.3. Finance, Audit and Risk Committee Report (J. Cunningham)	
	4.3.1. Domestic Tuition (C. Morcom /N. Fassina)	30
	<u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase in domestic tuition and mandatory fees of two per cent, effective September 2023 as recommended by the Finance, Audit and Risk Committee, pending no change in limit in accordance with the BC Tuition Limit Policy."</i>	
	4.3.2. International Tuition (C. Morcom/ N. Fassina)	30-33
	<u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve an international tuition increase of \$1,473 per three-credit course to \$1,600 per three-credit course, effective September 2023, as recommended by the Finance, Audit and Risk Committee."</i>	
10:35am	4.4. Governance Committee Report (J. Cunningham)	
	4.5. President's Report and Analysis (N. Fassina)	34-39
10:50am	4.6. Education Council Report (D. Marques)	
	4.6.1. New Programs	40-42
	<u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Basic Skills Certificate A - Fundamentals as recommended by Education Council and as presented."</i>	
10:55am	5. NEW BUSINESS	
	5.1. Foundation Annual Report (H. Jackman)	43-74

Okanagan College Board of Governors
Open Session Meeting Agenda
 September 27, 2022 at 10:15 AM

<i>Timing</i>	<i>Pages</i>
5.2. President Selection Policy (J. Cunningham) <u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the President Selection Policy as recommended by the Executive Committee and as presented.”</i>	75-85
6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA	
11:20am 7. ADJOURNMENT	

NEXT MEETING DATES

October 25 & 26, 2022
Kelowna Campus

Professional Development Sessions

Tuesday December 6, 2022
via Zoom

Finance, Audit, and Risk Committee
 Campus Planning Committee
 Governance Committee
 Human Resource and Compensation Committee
 Executive Committee

Tuesday December 13, 2022
Kelowna Campus

Regular Open Session
 Regular Closed Session



Okanagan College Board of Governors Regular Open Session

Wednesday, June 22, 2022

Room PC113, Penticton Campus

Draft Minutes for Approval September 27, 2022

IN ATTENDANCE

Board Members

- Juliette Cunningham, Chair
- Dale Safinuk, Vice Chair
- Andrea Alexander
- Annika Kirk (Student)
- Choi Leong (Student)
- Chris Newitt, Education Council Chair
- Devin Rubadeau (Faculty)
- JoAnn Fowler (virtual)
- Karley Scott
- Tina Lee

Administration

- Curtis Morcom, Vice President, Employee and Corporate Services
- Andrew Hay, Provost & Vice President Academic
- Meri Kim Oliver, Vice President Students
- Gill Henderson, Director, Human Resources
- Jenn Goodwin, Associate Vice President, College Relations
- Joanna Campbell, Manager, Executive Office
- Kristen Wiebe, Recording Secretary

REGRETS

- Marcel Beerkens
- Gloria Morgan

ACTION

1. CALL TO ORDER AND CHAIR'S REMARKS

Quorum was established and the meeting was called to order at 9:03a.m.

It was respectfully acknowledged that the meeting was held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

2. APPROVAL OF AGENDA

Recommended motion:

"BE IT RESOLVED THAT the June 22, 2022 Okanagan College Board of Governors approves the Open Session meeting agenda and thereby approves the consent agenda."

D. Rubadeau
CARRIED

2.1. Consent Agenda

2.1.1. Open Session Minutes – May 24, 2022

2.1.2. Regional Advisory Committee Report

ACTION

- 2.1.3. Program Advisory Committee Report
- 2.1.4. Sexual Violence & Misconduct Policy Annual Report

3. DECLARATION OF CONFLICT

C. Leong and A. Kirk declared a conflict on agenda item #4.2.3.

4. REPORTS

4.1. Chair Report

The Chair noted that the Executive Committee met on June 14. The Chair reported that they enjoyed attending the Convocation and Commencement activities to recognize OC graduates, and individuals who received Honorary Fellows and Distinguished Service Awards.

The Chair reported she attended the Okanagan College Foundation Board meeting and Annual General Meeting on June 15. The Foundation's updated Strategic Plan is closely aligned with the College's Strategic Plan.

4.2. Governance Committee

4.2.1. Chair Report

The Committee Chair noted that the Governance Committee has completed a significant amount of work on the governing documents for the Board at their past two meetings. The Chair noted that their appreciation of the work undertaken by Administration to oversee this project.

4.2.2. Committee Terms of Reference

The President noted that the recommended terms of reference are coming forward with similar recommendations to the other committees. In response to a member's question about membership on the Governance Committee, it was noted that appointed or elected members are able to sit on the Governance Committee.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Governance Committee Terms of Reference as recommended by the Governance Committee and as presented."

D. Rubadeau
CARRIED

4.2.3. Student Board Member Terms

The President noted that under the current election cycle, student members are currently not able to attend their first meeting until November and student voices are lost in September when students normally graduate in June. The proposed changes to member terms align elected members start dates for orientation and meeting schedules. The Act sets the term length but does not set requirements for

ACTION

the election date. The proposed changes to the annual election cycle and student terms will allow student Board members to become fully oriented before the September meeting cycle.

A. Kirk and C. Leong abstained from voting on the following motions.

The following motions were omni-bussed:

“BE IT RESOLVED that the Okanagan College Board of Governors establish the start date for the term of office for all elected members as August 1st as recommended by the Governance Committee.”

K. Scott
CARRIED

“BE IT RESOLVED that the Okanagan College Board of Governors approve the posting of the Fall 2022 election cycle for student representatives for a term of office concluding on July 31, 2023 as recommended by the Governance Committee.”

4.2.4. Board Bylaws

The President noted that notice of changes to the Bylaws was communicated on June 8th, and that the intent of the changes was to simplify the bylaws by moving several clauses to policy and procedures. The Bylaws are a rule book for the Board and a living document, and it was noted that the Governance Committee unanimously supported the proposed updates to the bylaws.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Bylaws Relating Generally to the Conduct of the Affairs of Okanagan College as recommended by the Governance Committee.”

C. Leong
CARRIED

4.2.5. Code of Conduct for Board Members Policy

The President presented the policy for approval, noting that the development of this policy and procedures originated language contained in the bylaws. It was noted that the Governance Committee and Board would be consulted on any proposed changes to the Procedures for Disclosure under the Policy and Procedure Framework.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Code of Conduct for Okanagan College Board Members Policy as recommended by the Governance Committee and as presented.”

D. Rubadeau
CARRIED

ACTION

4.2.6. Role of the Chair

The President noted that the development of soft skills for the Role of the Chair will be part of the Governance Committee's workplan.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Role of the Chair as recommended by the Governance Committee and as presented."

K. Scott
CARRIED

4.2.7. Board Terms of Reference

The President noted that the Board Terms of Reference is a new document that reflects the Board's overall governance responsibilities in alignment with its committee terms of reference.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Board Terms of Reference as recommended by the Governance Committee and as presented."

A. Kirk
CARRIED

4.3. Student Policies

4.3.1. Student Non-Academic Conduct Policy

The Vice President, Students noted that this policy was completely redeveloped and that the policy review committee received extensive feedback during two Board consultation processes.

Processes where students are respondents of discrimination, bullying, or harassment are included under this policy and the College's Discrimination, Bullying, and Harassment Policy will be updated to remove its application to students. It was noted that there are new procedures for appeals, and for complaints of sexual violence. A member noted that this policy has procedural fairness.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Student Non-Academic Conduct Policy as recommended by the Governance Committee and as presented."

A. Kirk
CARRIED

4.3.2. Student Well-being and Support Policy

The Vice President, Students noted that this is a new policy to address the mental health issues of students that were previously managed under the Violent and Threatening Behaviour Policy. Students with mental health issues are still held accountable for their behaviour under this policy which is intended to reduce barriers to students with mental health issues.

C. Leong
CARRIED

ACTION

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Student Well-being and Support Policy as recommended by the Governance Committee and as presented.”

4.3.3. Involuntary Withdrawal and Re-admission Policy

This policy reduces the need for students to reapply for re-admission if they are involuntarily withdrawn from a course. This policy and procedures have medical supports that build a success plan with the student prior to the student returning to their studies.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Involuntary Withdrawal and Re-admission Policy as recommended by the Governance Committee and as presented.”

D. Rubadeau
CARRIED

4.4. Human Resource & Compensation Committee

4.4.1. Sexual Violence and Misconduct Policy

The Vice President, Students outlined the consultation process. It was noted that this policy underwent extensive review by students and sexual violence committee over the past few years. The process for students filing a complaint has been moved under the Student Non-Academic Conduct Policy and Procedures.

A member asked about training on the policy and it was noted that a course was developed after consultation from student governments. Over 600 students completed the training but it is not mandatory. An employee training module will be embedded in new employee orientation and rolled out to existing employees.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Sexual Violence and Misconduct Policy as recommended by the Human Resources and Compensation Committee and as presented.”

D. Safinuk
CARRIED

4.5. Education Council Report

4.5.1. Program Revisions

C. Newitt noted that the changes are due to external accreditations for admission to their programs. In response to a member’s question about consultation with Program Advisory Committees, it was noted that the committees are consulted on any significant changes to the programs.

The Chair thanked C. Newitt for his contributions to the Board.

ACTION

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the following program revisions as recommended by Education Council and as presented:

- ***Health Care Assistant Certificate***
- ***Practical Nursing Diploma***
- ***Human Service Work Diploma***
- ***Therapist Assistant Diploma***
- ***Bachelor of Science in Nursing (Years 1 and 2)***

C. Leong
CARRIED

5. NEW BUSINESS

5.1. Inspire: Strategy Summary

The President provided an overview of the Inspire Strategic Plan’s year-in-review. He noted that Integrated Resource Planning was introduced to Administration last fall, and that any changes to Inspire would come forward annually to the Board in June. Goal setting normally occurs in March as part of the Integrated Resource Plan.

The President noted that Inspire Plan development began last May and went through a significant virtual engagement process and onboarding.

5.2. Delegation of Smoking Policy to Administration

The President noted that this is currently a Board policy and that the policy needs to be redeveloped.

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors designates policies related to smoking on campus from a Board Policy to an Administrative Policy as recommended by the Governance Committee.”

K. Scott
CARRIED

6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA**7. ADJOURNMENT**

The meeting adjourned at 10:53a.m.

CARRIED



BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022
Consent Agenda #: 2.1.2

Title:	Board Policies and Policy Review Cycle
Action Required:	For Information
Draft Motion/ Recommendation:	Not applicable
Background Information & Context:	
<p>In March 2022, the Board approved a new Policy and Procedure Framework for the College. At the time, Administration committed to providing the Board with a policy review cycle that included a list of all policies within the Board's mandate and responsibility.</p> <p>Attached for the Board's information are all policies that currently have Board approval along with a review cycle for each. The attachments are an excerpt from a document that contains a complete list of Okanagan College policies that will be maintained and updated as policies are reviewed and approved. Going forward the Board will receive an annual report of the policies it is responsible for.</p>	
Additional Attachments:	
<ul style="list-style-type: none"> • Attachment #1 – Board policies sorted alphabetical with the expected review timeline • Attachment #2 – Board Policies sorted by subject area with the expected review timeline 	
Analysis:	
<p>To ensure a complete list of policies was created, an assessment was conducted on the policy approval history at Okanagan University College and Okanagan College.</p> <p>Under the new Policy Framework and/or the College and Institute Act the authority for some of these policies now resides with Education Council or Administration rather than the Board. As a result, it is expected that once reviewed some policies, that currently have Board approval, will be moved to a different approval authority such as Education Council or the College Executive. Also, several policies have been assessed as redundant due to updated language in government legislation. The Board can expect to see proposals and rationale to rescind these policies in the future. As Administration reviews the current policy list and conducts a gap and risk analysis, it is likely that Administration will also propose new policy under Board jurisdiction for future consideration and review.</p>	
Alignment to College Integrated Planning:	
<p>Responsibility of Effective and Efficient. 2021/22 Achievement of reimagined policy and procedure framework and policy and procedure renewal plan. The approved Policy and Procedure Framework Governing Policy approved in March completed the first half of this deliverable. This policy review cycle will address the risk mitigation steps noted below and will ensure we are able to achieve the second half of this deliverable.</p>	
Risk Implication & Mitigation Steps:	
<p>Governance Risk associated with unclear oversight responsibilities. Administration has prioritized existing policies to identify potential governance gaps related to the approval authority for each existing policy.</p>	

Operational Risk associated with outdated policies. Administration has created an “exhaustive” list of Board, Academic, and Administrative policies managed by the Office of Policy Coordination.

Proposed and Prepared by:

(include name and title)

Neil Fassina, President

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/13/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Executive Team	8/30/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Governance Committee	9/20/2022
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
<input type="checkbox"/>	<input type="checkbox"/>		Select a date.	

This document is intended to be a cover sheet only (e.g. two pages)

If supporting documents are required, please attach them

OKANAGAN COLLEGE POLICIES - Workplan & List

	Review and Update Timeline (Fiscal Year)					
Policy Title	2022/23	2023/24	2024/25	2025/26	2026/27	Recinded/ Replaced
<u>ABE Transfer Credit</u>			☑			
<u>Aboriginal Admission</u>		☑				
<u>Academic Achievement Awards</u>					☑	
<u>Academic Integrity</u>			☑			
<u>Admission Requirements - General</u>		☑				
<u>Alcohol- Serving and Consumption</u>	☑					
<u>Attendance Policy</u>					☑	
<u>Code of Ethical Practices (For Employees)</u>				☑		
<u>Conflict of Interest in Research</u>			☑			
<u>Convocation Dates</u>					☑	
<u>Criminal Record Check Admission Policy</u>			☑			
<u>Discrimination, Bullying and Harassment</u>	☑					
<u>Emerita/Emeritus Status Policy</u>			☑			
<u>Employee Members of the Board</u>			☑			
<u>Examinations (Finals and Out of Time)</u>					☑	
<u>Final Appeal Tribunal</u>		☑				
<u>Finance - Banking and Borrowing</u>	☑					
<u>Finance Auditor</u>				☑		
<u>Financial Reports</u>	☑					
<u>General Appeals on Academic Standing</u>		☑				
<u>General Certificate of Secondary Education A Level Courses Transfer Credit</u>			☑			
<u>Grade Appeals</u>					☑	
<u>Grading Practices/Graduation</u>					☑	
<u>Hospitality</u>		☑				
<u>Investment</u>		☑				
<u>Involuntary Withdrawal Policy</u>					☑	
<u>Naming - Building, Facilities and Other Physical Assets</u>				☑		
<u>Official Transcript</u>					☑	
<u>Operating Budget Contingency</u>	☑					
<u>Operational and Budget Plan</u>	☑					
<u>Policy and Procedure Framework Governing Policy</u>					☑	
<u>Policy Approval Authority - Board Education Council and President</u>						Jan-22
<u>President's Selection</u>	☑					
<u>Probation and Termination</u>				☑		
<u>Program and Service Standards</u>	☑					
<u>Registration and Courses</u>				☑		
<u>Reserah Ethics Board</u>			☑			
<u>Risk Management</u>	☑					
<u>Safe Disclosure</u>			☑			
<u>Scholarly Integrity</u>			☑			
<u>Scholarly Misconduct</u>			☑			
<u>Sexual Violence and Misconduct Policy</u>					☑	
<u>Signing Authority</u>	☑					
<u>Standardized Grading System</u>					☑	

Policy Title	2022/23	2023/24	2024/25	2025/26	2026/27	Recinded/ Replaced
<u>Student Non-Academic Conduct</u>					<input checked="" type="checkbox"/>	
<u>Student Wellbeing and Support Policy</u>					<input checked="" type="checkbox"/>	
<u>Transfer Credit</u>			<input checked="" type="checkbox"/>			
<u>Transfer Credits Towards a Degree, Diploma or Certificate program</u>					<input checked="" type="checkbox"/>	
<u>Tuition and Ancillary Fee Policy</u>		<input checked="" type="checkbox"/>				
<u>Unrestricted Net Assets and Internally Restricted Net Assets</u>	<input checked="" type="checkbox"/>					
<u>Use of Okanagan College Corporate Seal</u>						Jun-22
<u>Violent and Threatening Behaviour</u>		<input checked="" type="checkbox"/>				

Board Approved Policies (Subject Sort)

	Year 2022/23	Year 2023/24	Year 2024/25	Year 2025/26	Year 2026/27
Academic Policies	1	4	9	2	9
ABE Transfer Credit			1		
Conflict of Interest in Research			1		
Emerita/Emeritus Status Policy			1		
General Certificate of Secondary Education A Level Courses Transfer Credit			1		
Program and Service Standards	1				
Scholarly Integrity			1		
Transfer Credit			1		
Reserah Ethics Board			1		
Aboriginal Admission		1			
Academic Achievement Awards					1
Academic Integrity			1		
Admission Requirements - General		1			
Attendance Policy					1
Convocation Dates					1
Criminal Record Check Admission Policy			1		
Examinations (Finals and Out of Time)					1
Final Appeal Tribunal		1			
General Appeals on Academic Standing		1			
Grade Appeals					1
Grading Practices/Graduation					1
Official Transcript					1
Probation and Termination				1	
Registration and Courses				1	
Standardized Grading System					1
Transfer Credits Towards a Degree, Diploma or Certificate program					1
Facilities Policies				1	
Naming - Building, Facilities and Other Physical Assets				1	
Human Resources Policies	2	1	1	1	1
Alcohol- Serving and Consumption	1				
Code of Ethical Practices (For Employees)				1	
Employee Members of the Board					
President's Selection	1				
Scholarly Misconduct			1		
Sexual Violence and Misconduct Policy					1
Violent and Threatening Behaviour		1			
Risk Policies	2		1		1
Discrimination, Bullying and Harassment	1				
Policy and Procedure Framework Governing Policy					1
Policy Approval Authority - Board Education Council and President					
Risk Management	1				
Safe Disclosure			1		
Use of Okanagan College Corporate Seal					
Student Policies					3
Involuntary Withdrawal Policy					1
Student Non-Academic Conduct					1
Student Wellbeing and Support Policy					1
Financial Policies	6	3		1	
Finance - Banking and Borrowing	1				
Finance Auditor				1	
Financial Reports	1				
Hospitality		1			
Investment		1			
Operating Budget Contingency	1				
Operational and Budget Plan	1				
Signing Authority	1				
Tuition and Ancillary Fee Policy		1			
Unrestricted Net Assets and Internally Restricted Net Assets	1				



BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022
Consent Agenda #: 2.1.3

Title:	Annual Board Calendar and Workplan			
Action Required:	For Approval			
Draft Motion/ Recommendation:	<u>Recommended Motion:</u> <i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023-2024 Board meeting dates as recommended by the Executive Committee and as presented.”</i>			
Background Information & Context:				
<p>In November 2021, the Board reviewed and approved a recommended meeting cycle for Board and Committee meeting dates through the 2022/23 fiscal year. Within the Board’s updated Workplan, Administration is proposing that each September the schedule be reviewed, and the Board asked to approve the meeting dates for the following fiscal year. This will allow Board members greater ability to plan well in advance of Board and Committee meetings. Based on this proposal, the attached calendar outlines the meeting dates previously approved by the Board and those proposed for the 2023/24 fiscal year.</p> <p>The Board’s annual workplan has been developed in alignment with the annual schedule and is attached for the Board’s reference.</p>				
Additional Attachments:				
<ul style="list-style-type: none"> • Board Meeting Calendar 2022-2024 • Annual Board Workplan 2023/24 				
Analysis:				
<p>The schedule has been developed based on the Board annual workplan and the quarterly cycle proposed in November 2021 that mirrors the “seasonality” of operations for the College’s reporting responsibilities to the Board and the Government of BC. This consists of quarterly meetings in May, September, December and March. A regular meeting in June is included annually and will be focused primarily on Strategy and Assessment. A regular meeting is included in February 2023 at the request of the Board during its November 2021 meeting. A placeholder for February 2024 is included to be reviewed in September 2023 when setting the 2023/24 – 2024/25 schedule.</p>				
Alignment to College Integrated Planning:				
Not applicable.				
Risk Implication & Mitigation Steps:				
Not applicable.				
Proposed and Prepared by: <i>(include name and title)</i>	Neil Fassina, President			
Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/9/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Executive Committee	9/20/2022

Board of Governors Meeting Schedule

(September 2022 – June 2024)

	Month	Regular Meeting	Professional Development and Networking	Committee Meetings							
				Campus Planning	Executive	Finance, Audit & Risk	Governance	HR & Compensation			
Previously Approved	2022										
	September	<input checked="" type="checkbox"/>	Tuesday, 27/09/22 <i>Vernon</i>		<input checked="" type="checkbox"/>						
							Tuesday, 20/09/22				
	October			<i>Professional Development</i>							
				Tuesday, 25/10/22 & Wednesday, 26/10/22							
	December	<input checked="" type="checkbox"/>	Tuesday, 13/12/22 <i>(Kelowna)</i>		<input checked="" type="checkbox"/>						
					Tuesday, 06/12/22						
For Approval	2023										
	February	<input checked="" type="checkbox"/>	<i>If required</i>	<i>Networking</i>			<input checked="" type="checkbox"/>				
		Tuesday, 28/02/23		<i>Joint dinner with Foundation Board (TBC)</i>		Tuesday, 21/02/23					
	March	<input checked="" type="checkbox"/>	Tuesday, 21/03/23 <i>(Kelowna)</i>		<input checked="" type="checkbox"/>						
							Tuesday, 14/03/23				
	May	<input checked="" type="checkbox"/>	Tuesday, 21/03/23 <i>(Salmon Arm)</i>		<input checked="" type="checkbox"/>						
					Tuesday, 16/05/23						
June	<input checked="" type="checkbox"/>	Tuesday, 20/06/23 <i>(Penticton)</i>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
	Strategy & Assessment		Tuesday, 20/06/23 <i>(Penticton)</i>		Tuesday, 13/06/23						
September	<input checked="" type="checkbox"/>	Tuesday, 26/09/23 <i>(Vernon)</i>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
						Tuesday, 19/09/23					
October			<i>Professional Development</i>								
	Professional Development		Tuesday, 24/10/23 & Wednesday, 25/10/23								
December	<input checked="" type="checkbox"/>	Tuesday, 12/12/23 <i>(Kelowna)</i>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
						Tuesday, 05/12/23					
2024											
February	<input type="checkbox"/>	<i>If required</i>	<i>Networking</i>			<input checked="" type="checkbox"/>					
	Tuesday, 27/02/24 <i>(Kelowna)</i>		<i>Joint dinner with Foundation Board (TBC)</i>		Tuesday, 20/02/23						
March	<input checked="" type="checkbox"/>	Tuesday, 19/03/24 <i>(Kelowna)</i>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
						Tuesday, 12/03/24					

Okanagan College Board of Governors Workplan 2023/24

Board Only Workplan Items

Committee to Board Items

	March	May	June	September	December	As required
March						
Annual Programming Plan Approval	Board					
Forgiveness of Foundation Receivable Loan	FAR / Board					
Foundation Receivable Loan ROI Presentation	FAR / Board					
Industry Training Authority (ITA) Plan: Review and Approval	Board					
Integrated Resource Plan: Enterprise Risk Management Report	FAR / Board					
Integrated Resource Plan: Review and Approval	FAR / Board					
Q3 Financial Statement	FAR / Board					
Safe Disclosure and Litigation Report	FAR / Board					
Student Association Fees Collection Request	Board					
May						
Audited Financial Statement Review and Approval		FAR / Board				
Board Bylaw Review		GOV / Board				
Board Succession Plan review		GOV / Board				
Executive Expense Report		FAR / Board				
Foundation Capital Plan Update		Board				
Line of Credit Approval		FAR / Board				
Mandate Letter from the Ministry Review		Board				
President's Goals - final report		HRC / Board				
Program Advisory Committee (PAC) Report		Board				
Regional Advisory Committee Report		Board				
Sexual Violence and Misconduct Policy Annual Report		HRC / Board				
Student Non-Academic Misconduct Policy Annual Report		Board				
June						
Board Evaluation: Self and Peer Assessment (2) completion by Board Members			Board			
Strategic Planning: Operational Dashboard(s) year in review			Board			
Strategic Planning: Year in review and strategic discussion			EXEC / Board			
September						
Annual Meeting Schedule Approval				EXEC / Board		
Board Evaluation Report				GOV / Board		
Board Evaluation: Self and Peer Assessment (3) review results				GOV / Board		
Employee Engagement Survey: (2) Action Plan in Sept 2023				HRC / Board		
Five Year Capital Plan Approval				CP / Board		
Foundation Annual Report				Board		
Professional Development needs presented to Board				GOV / Board		
Q1 Financial Statement				FAR / Board		
SOFI (Statement of Financial Information) Review				FAR / Board		
Tuition Review and Increase Approval: Domestic				FAR / Board		
Tuition Review and Increase Approval: International				FAR / Board		
December						
Board Policy Report					GOV / Board	
Elections: Chair and Vice Chair					Board	
Executive Expense Report					FAR / Board	
Honorary Fellows Nominations					EXEC / Board	
President's Goals - six month report					HRC / Board	
Q2 Financial Statement					FAR / Board	
As required						
Committee Terms of Reference Approval						Board
Lease Agreement approvals						CP / Board; FAR / Board
Master Capital Plan Review and Approval				CP / Board		
Policy review: Discrimination, Bullying and Harassment Policy Review						HRC / Board
Policy review: Sexual Violence and Misconduct Policy Tri-annual Review (2025)						HRC / Board

OC Board of Governors - Committee Workplan 2023/24

Committee Only Items
Committee to Board Items

	February	March	May	June	September	December	As required
All Committees							
May							
Committee Terms of Reference review (May 2023)			All Committees				
As required							
Action items review							All Committees
Committee workplan review							All Committees
Executive							
June							
Strategic Planning: Year in review and strategic discussion							
September							
Annual Meeting Schedule Approval							
Integrated Resource Plan: Assumptions Discussed							
December							
Honorary Fellows Nominations							
As required							
Approve Regular and Special Board Agendas							
Campus Planning							
September							
Five Year Capital Plan Approval							
As required							
Construction and Renovation Projects							
Land Acquisitions / Disposals							
Lease Agreement approvals							
Long Term Maintenance Plans							
Master Capital Plan Review and Approval							
Governance							
March							
Competency Matrix reviewed for alignment with Board needs							
May							
Board Bylaw Review							
Board Members complete Matrix							
Board Professional Development needs identified							
Board Succession Plan review							
Competency Matrix reviewed for potential recruitment gaps							
Governance Framework review (2023) (bi-annual)							
Role of the Chair review							
September							
Board Evaluation Report							
Board Evaluation: Self and Peer Assessment (3) review results							
Board Member Service Terms and Competency Review							
Board Policy Workplan and Annual Review							
Call to Board for Recruitment of Members							
Elections: Student Members elected (Annual)							
Member Orientation							
Professional Development needs presented to Board							
December							
Board Policy Report							
Committee appointments reviewed and recommended to the Chair							
Potential Board Candidates identified to CABRO							
As required							
Board Evaluation: Self and Peer Assessment (1) process and form review							GOV / May
Board Professional Development Sessions							GOV/October
Candidates contacted for support of application process							GOV/October
Orientation materials reviewed							
Potential Board Candidates reviewed for competencies							GOV/October
Professional development session							GOV/October
Finance, Audit and Risk							
February							
Integrated Resource Plan: Enterprise Risk Management Report Draft							
Integrated Resource Plan: Pitch and Draft Review							
March							
Forgiveness of Foundation Receivable Loan							
Foundation Receivable Loan ROI Presentation							
Integrated Resource Plan: Enterprise Risk Management Report							
Integrated Resource Plan: Review and Approval							
Q3 Financial Statement							
Q4 Financial Statement Forecast							

	February	March	May	June	September	December	As required
Safe Disclosure and Litigation Report							
May							
Audited Financial Statement Review and Approval							
Executive Expense Report							
Investment Portfolio: year-end review							
Line of Credit Approval							
June							
Q1 Financial Forecast							
September							
Integrated Resource Plan: Risk Management update							
Policy review: Investment Policy Annual Review							
Q1 Financial Statement							
Q2 Financial Forecast							
SOFI (Statement of Financial Information) Review							
Tuition Review and Increase Approval: Domestic							
Tuition Review and Increase Approval: International							
December							
Audit Strategy Discussion							
Executive Expense Report							
Investment Portfolio: mid-year review							
Q2 Financial Statement							
Q3 Financial Forecast							
As required							
Lease Agreement approvals							
Human Resources and Compensation							
March							
Employee Engagement Survey: (1) 2022 Preliminary Results in March 2023							
Employee Turnover Report							
Employee Wellness Report							
Headcount Data Snapshot							
Recruitment Activity Report							
May							
Compensation and Benefits Analysis							
Executive Succession Planning							
President's Goals - final report							
President's Goals for upcoming year							
Sexual Violence and Misconduct Policy Annual Report							
September							
Benefit Usage Analysis							
Employee Engagement Survey: (2) Action Plan in Sept 2023							
December							
Employee Turnover Report							
Employee Wellness Report							
Headcount Data Snapshot							
President's Goals - six month report							
Recruitment Activity Report							
As required							
Policy review: Discrimination, Bullying and Harassment Policy Review							
Policy review: Sexual Violence and Misconduct Policy Tri-annual Review (2025)							



BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022
Consent Agenda #: 2.1.4

Title:	Board of Governor's Meeting Protocols			
Action Required:	For Approval			
Draft Motion/ Recommendation:	<u>Recommended Motion:</u> <i>"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Meeting Protocols as presented and as recommended by the Governance Committee."</i>			
Background Information & Context:				
<p>At the direction of the Board Executive Committee, the attached Meeting Protocols have been developed by Administration with a goal to providing a common understanding of what is expected of the Board Chair, board members and administration in relation to Board and Committee meetings.</p> <p>The Governance Committee reviewed the protocols at their meeting on September 20th and requested that they be placed in the consent section of the September 27, 2022 Open meeting for information and approval of the Board.</p>				
Additional Attachments:				
<ul style="list-style-type: none"> Board of Governor's Meeting Protocols 				
Analysis:				
The Protocol was developed after reviewing best practices, recognized meeting guidelines and established etiquette.				
Alignment to College Integrated Planning:				
<p>Effective and Efficient. Following meeting protocols ensures the Board is making the best use of members time as it fulfils its responsibilities.</p> <p>Respect. The protocols allow members to know and understand their role and responsibilities to ensure the Board operates as a cohesive unit.</p>				
Risk Implication & Mitigation Steps:				
Operational. Governance Risk. The Board is more likely to become more effective with regular and organized meetings that members can prepare for. In the absence of organization, they will become less effective.				
Proposed and Prepared by: <i>(include name and title)</i>		Neil Fassina, President		
Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Juliette Cunningham, Board Chair	8/22/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	9/13/2022



Board of Governor's Meeting Protocols

Effective Board meetings¹ are essential for the Board to achieve its goals and fulfil its responsibilities. Three elements are key to effective meetings:

- **Rules** are set to govern how the work of the Board is conducted.
- **Procedures** are used to provide the structure for how the work of the Board flows.
- **Meeting Etiquette** is followed by members.

Some of these elements are interchangeable but all form the basis of Okanagan College's Board Meeting Protocols. This document is intended to be a resource for Board members.

Meeting Rules

Okanagan College Board meetings are conducted in a manner based on directions and guidelines provided within the Board's Bylaws and in parliamentary procedure described in Robert's Rules of Order. These two documents provide the structure and process to assist the Board Chair in the orderly conducting of the business of the Board.

WHAT ARE THE KEY CONCEPTS?

Based on the guidelines established in the Board's Bylaws and Robert's Rules of Order:

- Meetings will always have a structured agenda.
- All members have the right to attend, speak, debate, and vote at all Board meetings.
- Quorum must be established at each meeting for the Board to conduct its business.
- Only members present at a meeting can vote.
- Decisions are normally made by motion and require approval by majority of members present.

Meeting Procedures

Operationalizing the rules of a meeting requires that certain activities are followed in an appropriate order. Following this order ensures a meeting is effective and Board members' time is used effectively.

WHAT ARE THE KEY PROCEDURES?

Procedure	Notes	Responsibility
Set the purpose of a meeting	This is most often based on the Board's Annual Workplan	<ul style="list-style-type: none"> • Board Chair • President
Develop the agenda	This is most often based on the Board's Annual Workplan <ul style="list-style-type: none"> • Include appropriate material needed for the Board to make informed decisions • Ensure that appropriate time is allocated for each item and the entire meeting 	<ul style="list-style-type: none"> • Board Executive Committee <i>(supported by the President)</i>
Distribute the agenda	<ul style="list-style-type: none"> • The agenda should be shared with sufficient time for members to prepare for the meeting 	<ul style="list-style-type: none"> • President

¹ This includes regular and committee meetings of the Board

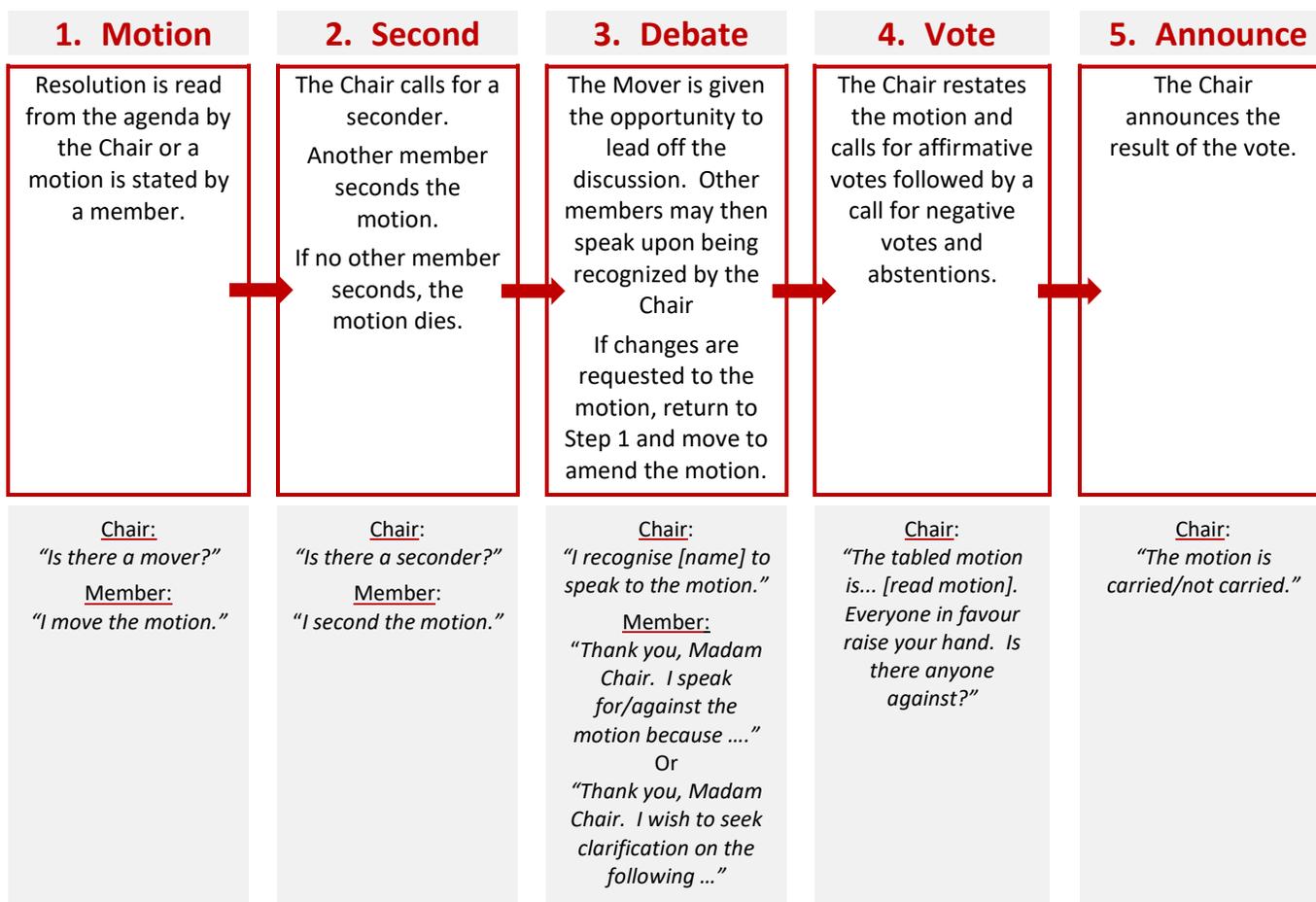
Procedure	Notes	Responsibility
Prepare for the meeting	<p>Members should:</p> <ul style="list-style-type: none"> Review the agenda package in advance of the meeting Read briefing notes for each item to understand why the Board is receiving the item, what is required of the Board, and how the item relates to the goals of the institution Ensure a clear understanding of the issue and what is being voted on If required, seek clarification on items in advance of the meeting Prepare questions to ask at the meeting Reserve sufficient time in individual calendars to allow full attendance at the meeting 	<ul style="list-style-type: none"> All Board members
Conduct the meeting	<ul style="list-style-type: none"> Ensure the meeting starts and ends on time Ensure the rules and procedures are followed Conduct the meeting efficiently, ensuring members stay on topic and the entire agenda is completed 	<ul style="list-style-type: none"> Chair
Participate in the meeting	<p>Members should:</p> <ul style="list-style-type: none"> Declare any conflicts of interest² Come prepared to ask questions Participate in the discussion Vote - <i>see How a Debate is Conducted below</i> 	<ul style="list-style-type: none"> All Board members
Following the meeting	<ul style="list-style-type: none"> Speak as one voice – even on items members voted against Contribute to any follow-up actions identified Review minutes to ensure accuracy when circulated 	<ul style="list-style-type: none"> All Board members

How IS A DEBATE CONDUCTED?

- All discussions and debate regarding motions should take place at the Board table so that all members may participate.
- A member must obtain the floor and be recognized by the Chair before beginning to speak.
- The member who made the motion has the first right to speak to the motion.
- A member can speak more than once to the same motion, but they should only speak again after everyone who wishes to speak the first time has spoken.
- A speaker should not be interrupted by anyone other than the Chair.
- All members comments or questions must be relevant to the motion.
- Member comments and questions should focus on new or additional information as compared to repeating what has been previously discussed.
- Member questions would normally focus on the reasoning for, or consequences of the motion as compared to how the College will operationalize the motion (i.e., a focus on the “why” or the “ends” rather than the “how” or the “means”).

² See Article 14.2 of the Board Bylaws

The Five Stages of a Motion:



Meeting Etiquette

Board etiquette covers the behavior that Board members expect of themselves and of each other before, during and after the meeting.

WHAT ARE THE KEY BEHAVIOURS EXPECTED?

- Prepare for meetings in advance
- Inform the Board Office if you are unable to attend to ensure quorum can be established
- Arrive on time
- If joining a meeting remotely:
 - In advance, inform the Chair and the Board Secretary of your intention to attend remotely
 - Ensure you are in a private space to allow for confidential discussion
 - Turn your camera on unless discussed with the Chair in advance
 - Appropriately manage muting and unmuting your device
- Limit use of electronic devices during the meeting other than for referencing the agenda package
- Remain focused on the discussion and avoid side conversations
- Ensure your comments relate to the topic or motion under discussion
- Don't interrupt a speaker. Wait your turn and seek permission from the board chair to speak.
- Recognize and respect the confidentiality of Board Meetings
- Support the work of the Board and remain loyal to Board decisions even if you voted against an item



BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022

Consent Agenda #: 2.1.5

Title:	Employee Discrimination, Bullying & Harassment Policy
Action Required:	For Information
Draft Motion/ Recommendation:	<u>Not required</u>
Background Information & Context:	
<p>An updated Employee Discrimination and Harassment Policy is provided to the Board for information. Previously approved in November 2021, the content of the Policy is primarily unchanged other than the following:</p> <ol style="list-style-type: none"> 1) This policy and procedures now only apply to employees and no longer applies to students except where a complaint against an employee is referred to the policy, otherwise the Procedures for Student Complaints that are currently being revised will cover all student complaints. 2) The Procedures have been separated out of the Policy into a separate document. 3) Some minor housekeeping changes have been made. <p>As the revisions represented minor changes to the policy and procedures, Administration requested, under section 4.6 of the Policy and Procedure Framework, that the Governance Committee approve the proposed policy. This section of the Framework allows the Governance Committee to approve a Board policy by a written submission of resolution to the Board. A written resolution is included in the Board Open Consent agenda for information.</p> <p>At their September 20th meeting the Governance Committee of the Board of Governors approved: <i>“BE IT RESOLVED that on September 20, 2022, the Okanagan College Board Governance Committee approve the revised Employee Discrimination, Bullying and Harassment Policy as presented.”</i></p>	
Additional Attachments:	
<ul style="list-style-type: none"> • Revised Employee Discrimination, Bullying, and Harassment Policy 	
Analysis:	
<p>As part of its discussion on student policies and the Sexual Violence and Misconduct Policy in June, the Governance Committee and Board were informed that updates would be made to this policy, in particular that the applicability to students would be removed. The policy received a more substantive review and updates during its review in November 2021.</p> <p>As in the past, OC’s Leadership Council, Executive Team, and union representatives were consulted regarding the proposed changes to the policy.</p> <p>As noted above, the procedures for students to file a complaint will be contained within the Student Complaint Policy and the Procedures for Student Complaints, both of which are currently under review by Administration. Where the Respondent of a student complaint is an employee or student employee, the complaint may be referred to the investigation procedures under the Employee Discrimination, Bullying, and Harassment Policy. Moving student complaint procedures under one policy makes the process of filing a complaint simpler for</p>	

students without having to navigate multiple policies and procedures to determine which policy they should make a complaint under.

Alignment to College Integrated Planning:

Students first. Effective and efficient. This change will help to clarify complaint processes for students and employees.

Risk Implication & Mitigation Steps:

No risks have been identified as associated with the updates to the policy.

Proposed and Prepared by:

(include name and title)

Gillian Henderson, Director, Human Resources

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/9/2022
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Union Groups: BCGEU Support and Vocational, OCFA	8/31/2022
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leadership Council	8/25/2022
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC Executive Team	8/17/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	9/20/2022



EMPLOYEE DISCRIMINATION, BULLYING & HARASSMENT POLICY

Policy Area:	Board
Policy Number:	DBHPL_2209R_BG/PRE
Policy Sponsor:	President
Policy Contact:	Director, Human Resources
Stakeholders:	Employees and the Board of Governors
Authority:	<i>College and Institute Act</i> <i>BC Human Rights Code</i> <i>Sexual Violence and Misconduct Policy Act</i> <i>Workers Compensation Act</i>
Authority Approval:	Board Governance Committee
Approval Date:	September 20, 2022
Effective Date:	September 30, 2022
Replaces:	Discrimination, Bullying & Harassment Policy (E.2.1)
Last reviewed:	September 2022 Scheduled review date: September 2027
Procedures:	<i>Procedures for Reporting & Investigating Employee Complaints of Discrimination, Bullying and Harassment</i>

1. Policy Statement & Purpose

- 1.1 Okanagan College (the "College") is committed to supporting and promoting a working and learning environment that is free of discrimination, bullying and harassment (including in the online or virtual environment), and supports a collegial environment that is characterized by mutual respect, safety, civility, and free inquiry. Discrimination, Bullying and Harassment will not be tolerated.
- 1.2 This Policy outlines and defines the prohibited conduct of Discrimination, Bullying or Harassment.
- 1.3 All Employees have a responsibility for ensuring the College's working and learning environment is free from Bullying, Discrimination, and Harassment.
- 1.4 Discrimination, Bullying, and Harassment within the scope of this Policy are strictly prohibited.

2. Scope and Application

- 2.1 This Policy applies to Employees of the College while engaging in College-Related Activities.
- 2.2 The processes for Complaint reporting, investigation and resolution are detailed in the *Procedure for Reporting & Investigating Employee Complaints of Discrimination, Bullying and Harassment*, this Policy and the associated Procedure will be followed when the Complaint:

- a) is made under this Policy and the Respondent is an Employee or Student Employee.
 - b) is made under the *Sexual Violence and Misconduct Policy* and involves employees or an Employee Respondent and a Student Complainant.
 - c) is made by a Student under the Student Complaint Procedure and the Respondent is an Employee, and a determination is made that the Complaint requires investigation under this Policy.
- 2.3 A Complaint should be made as soon as possible but must be made no later than 12 months after the last incident alleged in the Complaint. This time limit does not apply to complaints under the *Sexual Violence and Misconduct Policy*.

3. Definitions

Bullying	Means any inappropriate action, conduct, or comment by a person towards another person that the person responsible for the action or comment knew or reasonably ought to have known would cause the other person to be humiliated or intimidated but excludes any reasonable action taken by the College, or by its employees in supervisory positions, relating to the management and direction of Employees or the workplace.
College-Related Activity	Includes an activity occurring on College property (including student residences), at College-sanctioned events or conducted under the authority of the College. To be a College-Related Activity, the activity must have a real and substantial connection to the College or College-related functions, whether the activity occurred on College property, in person, or online.
Complainant	Means the person who seeks recourse under this Policy based on a belief that they have witnessed or experienced conduct which is prohibited by this Policy. The College may act as a Complainant in appropriate circumstances.
Complaint	Means the statement of alleged facts made by a Complainant seeking recourse under this Policy, or recourse under the <i>Sexual Violence and Misconduct Policy</i> . A Complaint may be made anonymously, and employees may file a Complaint anonymously under the <i>Safe Disclosure Policy</i> . See the limitations regarding an anonymous Complaint in the <i>Procedure for Reporting & Investigating Employee Complaints of Discrimination, Bullying and Harassment</i> .
Director	Means the Director, Human Resources or their Designate.
Discrimination	Means discrimination based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, age, gender identity or expression, or criminal conviction unrelated to the person's employment or program of study, or any other prohibited grounds identified under the BC <i>Human Rights Code</i> .
Employee	Means any person employed by (or who has an appointment with) the College and includes members of the Board of Governors for the purposes of this Policy.

Harassment	Includes bullying, and means any inappropriate action, conduct, or comment by a person towards another person that the person responsible for the action or comment knew, or reasonably ought to have known would cause the other person to be humiliated or intimidated but excludes any reasonable action taken by the College, or its employees in supervisory positions, relating to the management and direction of Employees or the workplace.
Respondent	Means any employee against whom an allegation has been made under this Policy.
Sexual Harassment	Means unwelcome conduct of a sexual nature, including conduct of verbal, physical or non-verbal nature, based on sex, sexual orientation, gender identity, or gender expression, where the person responsible for the remarks, behaviours or communications knows or ought reasonably to know that such conduct is unwelcome and the conduct has a detrimental effect on the learning or working environment.
Student	Means any person enrolled as a student at the College.

4. Retaliation

Retaliation against anyone who, in accordance with this Policy, reports an alleged occurrence of Discrimination, Bullying, or Harassment, or who participates in an investigation into Discrimination, Bullying, or Harassment, is strictly prohibited.

5. Training

The College will ensure that all Employees receive appropriate training on this Policy and associated Procedure including recognizing, responding to, and reporting Discrimination, Bullying, and Harassment.

6. Privacy and Confidentiality

- 6.1 Personal information, whether oral or written, which is collected, received, or compiled from a Complaint and through the course of an investigation and resolution process will be treated as confidential by the College in accordance with privacy legislation.
- 6.2 All individuals involved in the Complaint resolution and investigation process must keep confidential all information received about the Complaint, except as expressly set out in this Policy, or as required by law.
- 6.3 The College and Employees shall make reasonable efforts to ensure the accuracy of the personal information that they collect and use under this procedure.
- 6.4 Where reasonably necessary, the Director or investigator may disclose such information to the appropriate individuals to:
 - a) Protect health and safety;
 - b) Ensure a full and fair investigation into the Complaint;
 - c) Implement corrective measures;
 - d) Obtain legal advice; or

- e) Inform law enforcement of reasonably suspected criminal activity or serious risk of bodily harm to an individual in keeping with privacy legislation.

7. Support Measures

- 7.1 Employees have access to counseling through the College's Employee and Family Assistance Program. Please refer to: <https://www.okanagan.bc.ca/human-resources/pension-benefits-and-leave#additional>. Student Employees have access to counseling through student Counselling Services <https://www.okanagan.bc.ca/counselling-services>
- 7.2 A person who has experienced inappropriate conduct under the Employee Discrimination, Bullying & Harassment Policy or the *Sexual Violence and Misconduct Policy* should refer to the College webpage for additional support resources:
- For emergency or incident reporting: <https://www.okanagan.bc.ca/security>
 - For Sexual Violence and Misconduct:
<https://www.okanagan.bc.ca/sexual-violence-awareness>

8. Related Acts and Regulations

BC Human Rights Code
College and Institute Act
Freedom of Information and Protection of Privacy Act
Sexual Violence and Misconduct Policy Act
Workers Compensation Act

9. Supporting References, Policies, Procedures and Forms

History / Revisions

Date	Action
2022-09-20/27	For approval by Governance Committee or Board of Governors: Revised to Employee Discrimination, Bullying and Harassment Policy (DBHPL_2209R)
2021-11-30	Approved by Board of Governors: Revised Discrimination, Bullying and Harassment Policy (E.2.1)
2016-06-29	Approved by Board of Governors: Revised Discrimination, Bullying and Harassment Policy (E.2.1)
2014-11-29	Approved by Board of Governors: Revised Discrimination, Bullying and Harassment Policy (E.2.1)
2013-11-26	Approved by Board of Governors: Revised Discrimination, Bullying and Harassment Policy (E.2.1)
2005-06-28	Approved by Board of Governors: Revised OC Harassment & Discrimination Policy, Non-Bargaining Unit Employees and Students
2005-01-27	OUC Harassment & Discrimination Policy



BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022

Agenda #: 4.3.1

Title:	Domestic Tuition Rates for 2023-24			
Action Required:	For Approval			
Draft Motion/ Recommendation:	<p><u>Recommended motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase in domestic tuition and mandatory fees of two per cent, effective September 2023 as recommended by the Finance, Audit and Risk Committee, pending no change in limit in accordance with the BC Tuition Limit Policy.”</i></p>			
Background Information & Context:				
<p>The BC government has a Tuition Limit Policy for domestic tuition and mandatory fees that limits the increase to the rate of inflation each year.</p> <p>The maximum annual allowable increase since September 2005 has been 2%.</p>				
Additional Attachments:				
<ul style="list-style-type: none"> None 				
Analysis:				
<p>The 2023-24 tuition limit has not yet been publicized by government but the expectation is that the Ministry will maintain the 2% increase maximum. In line with this, Administration is recommending a tuition fee increase of 2% effective September 2023. This assists with partially offsetting some of the inflationary costs of the College and keeps the College on par with other BC post-secondary institution’s domestic tuition rates.</p> <p>Over the past year, general inflation rates have been at historic highs and reached in excess of 7%. This has significantly impacted OC’s ability to keep pace in purchasing goods and supplies used in academic programming (i.e trades material such as lumber, welding supplies, electrical, etc.)</p> <p>A 2% increase in domestic tuition will result in approximately \$294,000 increased tuition revenue for 2023-24 and increased tuition revenue of approximately \$306,000 ongoing.</p>				
Alignment to College Integrated Planning:				
<i>Financial Sustainability.</i>				
Risk Implication & Mitigation Steps:				
<i>Financial.</i> If domestic tuition is not increased by 2%, the College loses the associated revenue this year as well as the compounded revenue going forward. Over a 4-year period this would amount to approximately \$1.1M.				
Proposed and Prepared by: <i>(include name and title)</i>	Curtis Morcom, VP Employee & Corporate Services			
Consultation History:	Reviewed	Recommended	Group/Individual	Date
	☒	☒	OC Executive Team	8/31/2022
	☒	☒	Neil Fassina, President	9/13/2022
	☒	☒	Finance, Audit & Risk Committee	9/20/2022



BOARD OF GOVERNORS – BRIEFING NOTE

September 20, 2022

Agenda #: 4.3.2

Title:	International Tuition Rate for September 2023
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approval of an international tuition increase of \$1,473 per three-credit course to \$1,600 per three-credit course, effective September 2023 as recommended by the Finance, Audit and Risk Committee.”</i></p>
Background Information & Context:	
<p>International tuition rates are reviewed annually for the following fall. Unlike domestic tuition where the government has set a tuition cap (2% increase maximum), international tuition is market based and ultimately at the purview of the Board to approve. Increasing the international tuition rate assists the College in meeting a number of distinct goals:</p> <ul style="list-style-type: none"> • To provide adequate services and support for international and domestic students • To establish tuition at levels that will maintain Okanagan College’s position as an institution of choice for international students • To maintain Okanagan College’s tuition fees at a competitive rate with comparable BC colleges • To maintain a complete, consistent and transparent approach in setting tuition for international students in all of our programs • To ensure institutional sustainability by contributing to balancing the budget 	
Additional Attachments:	
<ul style="list-style-type: none"> • International Tuition Comparison of BC Colleges – Fall 2022/23 	
Analysis:	
<p>To date, international student enrolment is still being affected by visa regulations that were put in place during COVID. As a result, international student enrolment for fall 2022 is likely not to meet original expectations. Visa restrictions are expected to ease in the coming months and it is hoped that international enrolment will increase for January 2023.</p> <p>Okanagan College has always been positioned at approximately the middle of the other BC Colleges post-secondary institutions (PSI) for international tuition rates. For fall 2022, College of the Rockies increased their international tuition rate by almost 27%, moving OC down one position. A poll was conducted of other BC PSIs to find out by how much other institutions are increasing their international tuition rate for fall 2023. The majority of institutions that responded to that poll noted that they are increasing their international tuition rate by 2% with one institution planning an increase of 5%. The attached rate comparison also includes teaching and research universities for additional information.</p> <p>The OC international tuition rates for fall 2022 are 3.5% below the next highest College’s rate (College of the Rockies) and 27% below the top of the list (Langara College). If institutions increase their rates as indicated in the poll, OC will maintain the same position for fall 2023 in the rankings of costs for international students to attend post-secondary school in BC.</p>	

There are a number of options that were considered to approach an increase to International Tuition:

- 1) *Conservative* - If OC increases the international tuition rate by 3 or 4%, the College will still be in the middle of the group for international tuition rates. At the current international tuition, a 3% increase would equate to about \$570,000 and 4% would be \$760,000 additional funds for the College. With this approach OC is losing market share as College of the Rockies has surpassed us and we would now sit #6 of 11 Colleges.
- 2) *Market Based (LOW)* - If OC wants to maintain its market position within the College group, the per course fee would have to be increased from \$1,473 to \$1,600. This would place OC back in the number five slot, just behind Camosun. This would equate to an 8.6% increase and would increase our revenue by \$1.6 million (based on current budgeted revenues for international).
- 3) *Market Based (HIGH)* - If OC wants to maintain market position and calculate its international tuition based on the average of the top four Colleges within BC we would need to move to \$1,800 per three-credit course or an increase of 22%. This would generate an additional \$4.1M in tuition revenue per year.
- 4) *Multipliers* - OC's current multiplier of domestic to international tuition varies by program as domestic rates vary by discipline. For example, a Business credit is \$167.39 versus an Arts credit (lecture only) is \$123.01. International tuition for the Business degree and Arts degree have been synchronized to be \$14,730 for a full-time term (\$1,473 per credit). In these cases, the College's multiplier ranges from approximately 2.95 to 3.93. If domestic tuition is increased by 2% and the College maintains the current multipliers it would support an increase of 2.6% to international tuition to maintain the multipliers. As domestic tuition is capped, increasing the international tuition beyond 2% further increases the multiplier.
- 5) *Budget Driven* - The starting budget gap is usually about \$1.5M, depending on where unfunded salaries land from year to year. The domestic tuition increase would decrease that gap down to \$1.2M. OC would then have to increase international tuition 8% to cover that remaining gap every year.

Based on the analysis, Administration is recommending *Option #2 – Market Based (LOW)*. This allows Okanagan College to keep pace with the current market conditions. Depending on enrolment assumptions for the following year and ability for students to obtain visas in 2023 in a timely manner, the increase will also contribute positively toward offsetting inflationary pressures.

Alignment to College Integrated Planning:

Financial sustainability.

Risk Implication & Mitigation Steps:

Financial. If international tuition is not increased, the College loses the associated revenue this year as well as the compounded revenue going forward.

Proposed and Prepared by:

(include name and title)

Curtis Morcom, Vice President, Employee & Corporate Services

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OC Executive Team	9/7/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/13/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit & Risk Committee	9/20/2022

International Tuition Comparison of BC Colleges - Fall 2022

*Tuition noted is per academic course (typically 3 credits)

	INSTITUTION	TUITION		RESEARCH UNIVERSITIES	TUITION
1.	Langara College	\$1,876		University of British Columbia (UBC)	\$4,280
2.	Douglas College	\$1,873		Thompson-Rivers University (TRU)	\$3,670
3.	Vancouver Community College	\$1,734		University of Victoria (UVIC)	\$3,480
4.	Camosun College	\$1,554		Simon Fraser University (SFU)	\$3,177
5.	College of the Rockies	\$1,525		University of Northern BC (UNBC)	\$2,382
6.	Okanagan College	\$1,473			
7.	North Island College	\$1,405		TEACHING UNIVERSITIES	TUITION
8.	College of New Caledonia	\$1,376		Vancouver Island University (VIU)	\$2,219
9.	Coast Mountain College	\$1,285		Kwantlen Polytechnic University (KPU)	\$2,095
10.	Selkirk College	\$1,240		University of Fraser Valley (UFV)	\$1,968
11.	Northern Lights College	\$1,098		Capilano University (CAPU)	\$1,894

International Tuition Comparison of BC Colleges- Fall 2023

	INSTITUTION	TUITION PER ACADEMIC COURSE (3 credits)	NOTES (all increases by other institutions are planned and not yet confirmed)
1.	Langara College	\$1,914	2%
2.	Douglas College	\$1,910	2%
3.	Vancouver Community College	\$1,769	2%
4.	Camosun College	\$1,607	3.4%
5.	Okanagan College	\$1,600	Recommended 8.6%
6.	College of the Rockies	\$1,556	2% (no response but info noted as if increase is 2%)
7.	North Island College	\$1,433	2%
8.	College of New Caledonia	\$1,404	2%
9.	Coast Mountain College	\$1,311	2%
10.	Selkirk College	\$1,302	5%
11.	Northern Lights College	\$1,120	2% (no response but info noted is as if increase is 2%)



President's Report to the Okanagan College Board of Governors

September 2022

INTRODUCTION

My September report addresses matters that have taken place between June 2022 and September 2022. In the sections that follow, I address a series of strategic highlights, operational highlights, and points for potential advocacy and communication for Board members.

PART 1: STRATEGIC HIGHLIGHTS AND QUESTIONS

Funding Review. As Members will recall from my email on July 18, OC submitted its responses to the sector-wide provincial Funding Review process. OC's submission can be found [here](#). For a complete list of all submissions, see the [Post-Secondary Funding Formula Review](#) site. The next stage of the review should include the province releasing a "What we heard" summary. Administration anticipates that this report will be presented to cabinet in October or November with a public release following that time. Once the summary is complete, the Ministry of Advanced Education and Skills Training will begin working on the future funding model designs.

Provincial leadership change. With Premier John Horgan stepping down as the leader of the provincial NDP, the party is undertaking a leadership change. It is anticipated that a new leader will bring new perspective and priorities to key files in the government. The impact on post-secondary is unknown currently. In the interim, key post-secondary files continue to progress (e.g., funding review and future ready skills). Provided there remains more than one candidate, the new leader will be announced December 3, 2022. Because of the leadership race, Administration is anticipating a delay in some key dates in 2023 to be discussed at the Board meeting.

Board support materials. Continuing toward the goals outlined in the November 2021 briefing to Executive Committee, Administration has created updates to the following Board materials:

- Annual Board meeting schedule found in consent Agenda Item 2.1.3.
- Board annual work plan in consent Agenda Item 2.1.3.
- Meeting Protocols in consent Agenda Item 2.1.4.
- Revised Board Evaluation Survey.
- Updated Board orientation materials are the remaining deliverable in this project. Work on this element has begun and will be completed following the orientation of new Board members in September 2022.

Fraud Risk Survey Report. Members will recall that the Office of the Auditor General issued a Survey Report in November 2021 identifying [Fraud Risk Management](#) in Agencies, Boards, and Commissions of BC. In this survey,

Okanagan College had responded “no” to three questions (implying potential risk). These three questions and Administration’s response to those questions are as follows:

Question 5: Has your organization assessed the need for staff to take fraud training?

Administration Response: This question was interpreted as a broad approach for training across the organization with respect to fraud awareness. Okanagan College does not currently have an institutional approach to increase fraud awareness via specific training. The College does, however, have regular sessions with Finance staff on the issue of fraud, especially those that deal with transactions in payroll and accounts payable. If OC experiences phishing attempts, those examples are shared broadly within the finance team with a description of whether the attempt was handled appropriately and identification of areas of improvement.

The College has also focused more training around IT risk and cybersecurity and have offered employees education on what to watch for and best practices around emails with links that could be potential phishing scams or attempts.

Question 6: Has your organization established a compliance monitoring and reporting function (one or more staff assigned with controls and reporting signs of non-compliance and fraud).

Administration Response: OC does not have a dedicated Internal Audit department or one person assigned with this task. This is not uncommon within post-secondary (especially Colleges) as the risk is considered to be low. At OC, however, we do have a structure where there is an element of review and monitoring of controls within the job descriptions of the two Controllers and the two Managers in Finance.

Question 9: Has your organization established policies and procedures to follow when potential incidents of fraud are identified.

Administration Response: OC does have a Safe Disclosure Policy (Whistleblower) for employees to raise concerns through our independent hotline. The policy outlines the individuals and steps to be involved. IT has also established procedures on how to deal with incidents of security breaches and potential phishing attempts. Procedures include internal escalation as well as notifying our network through BCNet.

Responsibility – Reconciliation. As noted in May, I was unsuccessful in hiring Okanagan College’s first Indigenous Advisor to the President through the first round of recruitment in the spring. The search committee is actively interviewing candidates at the time of writing. The role was adapted to be called the Associate Director, Indigenous OC.

An acknowledgement of what OC is doing to commemorate National Truth and Reconciliation Day will be provided at the Board meeting.

Budget Consultation. The Standing Committee on Finance and Government Services released its Report on the Budget 2023 Consultation in August. A summary can be found [here](#). For members interested in the full report, please ask a member of Administration.

Minister visit. Minister Ravi Kahlon (Jobs, Economic Recovery and Innovation) visited the OC Vernon campus on July 12, where he held a roundtable discussion for invited local partners. Local economic development/skills training was the focus of the discussion, which was attended by the VP Academic and Provost, AVP College Relations and Regional Dean for Vernon. Partners in attendance included business leaders, municipal politicians, Community Futures, the Vernon Chamber of Commerce and Economic Development Vernon. Minister Kahlon and others spoke highly of OC and specifically health care and trades programming that remove barriers to post-secondary students in the Interior.

PART 2: OPERATIONAL HIGHLIGHTS

2021/22 Achievements

Accessibility Committee created with Action Plan. In compliance with Accessible BC legislation, the Accessibility Committee had its first meeting in September 2022 and task groups have been identified to fulfill OC's requirements by June 2023.

Reimagined policy and procedure framework and policy and procedure renewal plan. Administration has compiled a first comprehensive list of college policies that fall under the Board's jurisdiction in Consent Agenda Item 2.1.2. Members will note that each of the existing policies has been prioritized for assessment. As noted in the briefing note for item 2.1.2, two primary assessments will be conducted on each of the policies listed. First, the policy will be assessed to determine if the policy should be Board, Education Council, or Administration governed. If a change is necessary, Administration will bring a motion forward to change the delegation – similar to the Smoking Policy in May 2022. Once the governing body has been determined, the policy may be revised or rescinded. A key next step in the policy renewal process is a fit/gap analysis to identify missing policies. This analysis will take place over the 2022/23 year.

A renewed "President Selection Policy" is also presented in Agenda Item 5.2 for review, consideration, and ideally approval. A renewed "Employee Discrimination, Bullying, and Harassment Policy" is presented in Consent Agenda Item 2.1.5.

Food and Beverage Strategy complete. The food and beverage strategy is nearing completion. As noted in May, the culinary team undertook a substantive rewrite of the Culinary Arts Certificate. This new curriculum launched in September 2022.

A key element of the culinary team's strategic direction is to create a new brand image to accompany this new approach to culinary arts learning. As a result, the team has identified "Okanagan Chef School" as a new moniker for the culinary department. This new name seeks to embody the direction of the culinary team in becoming a renowned center of culinary arts locally, nationally, and internationally. Members will begin seeing this new name in the coming weeks. A formal motion is required by the Board for this new moniker because it is not naming a physical asset, but rather a collection of activities and programs.

2022/23 Achievements

Baseline assessment of EDISJ culture among employees A climate and culture survey was distributed to all OC employees earlier this summer with a 40.1% response rate. A report will be finalized following a similar survey for students that will be circulated in November 2022. Details regarding EDISJ culture among employees will be released in conjunction with the Employee Engagement survey results later in the academic year.

EDISJ cultural implementation plan and timelines. Training workshops for Leadership Council have been scheduled for October 2022; with additional training workshops scheduled for participation by any interested employees and students on EDISJ; 2SLGBTQ+; and Accessibility topics in fall 2022. Leaders have been identified and work initiated by Ambassador task groups on an Accessible/inclusive washroom project and an EDISJ-curated credential project.

Change leadership framework with Associated Engagement Continuum Created. Progress continues toward the development of the change leadership framework. A values-based competency map has been created that outlines leadership expectations at four levels: leading self, leading others, leading teams, and leading the institution. The framework will provide a developmental pathway for leaders across the institution. Consultation is underway regarding the competency map. The engagement continuum has been included in the Administrative Decision-Making Framework renewal achievement noted below.

Baseline biannual employee engagement survey introduced. The survey has been developed and will be launched in November. Because five years has elapsed since the last full employee survey, Administration has taken the opportunity to update the survey. Consistent with Inspire, the survey will be conducted every two years to track responses and progress made in key areas.

Implementation of Flexible Work Policy. This pilot was completed on April 30. The policy and two associated procedures have been drafted and the consultation process has been started. Administration anticipates that the new framework will be in place before the end of calendar 2022.

Administrative decision-making framework renewal. A draft decision-making framework is complete and will be presented to Leadership Council for feedback on September 29. The framework should be complete before December 2022.

Student Housing Strategy. The Kelowna housing project is underway with foundation work in progress. Full final building permits are expected in October and the project is tracking on time and on budget. A webcam has been installed to capture the progress of the building and a public link will be available on the OC website in the next couple weeks. Bids received under the RFP for Vernon and Salmon Arm all came in over budget and OC had to close off that process. OC received permission from the Ministry to pursue a construction-management methodology that will allow OC to go to market to receive tenders directly from vendors. Design for both projects is complete and by the end of September OC will be test the budget by getting a Class B estimate. If the budget proves out, OC can go to tender for some of the groundwork to begin in Vernon in October/November. Salmon Arm would commence in early in the New Year.

Other Operational Highlights

Bargaining. With the recent BC Government settlements, OC expects to have a clear financial mandate in the next few weeks and that local bargaining will commence this fall. Provincially there are two common tables that we are participating in, for BCGEU Vocational Instructors and for BCGEU Support Staff. We cannot start local bargaining with BCGEU until these tables have concluded.

Leadership Transitions. Leadership Council has had several new additions to the OC team over the summer:

- Jackie Dueck joined the OC team at the end of June 2022 as the Director, Financial Services.
- Judith Anderson joined the College in August 2022 as the Dean, Arts & Foundational Programs.
- Alison Gibson started at OC in August 2022 as the Regional Dean South Okanagan-Similkameen and Director of Graduate and Co-op Services.
- Carly Hall joined the OC team in August 2022 as the Dean, Health & Social Development.
- Richard Federley joined the Leadership Council in August 2022 as the Interim Dean, Science & Technology.

Financial Position. Administration described to Finance, Audit, and Risk committee at their September 20 meeting that the Ministry of Advanced Education has asked for a detailed estimate of the College's year-end forecast as part of our Q2 financial variance analysis. Because finalized enrolment data for fall 2022 was not available until the week of September 21, details of the Q2 summary and year-end forecast are not available at the time of writing.

Integrated Resource Planning. Leadership Council will initiate resource planning for the 2023/24 academic year in October 2022. A key element of that planning process is the establishment of planning assumptions. Overall assumptions were presented to the Finance, Audit, and Risk committee on September 20. Also involved in planning is the establishment of tuition rates for 2023/24. Tuition motions can be found in Agenda Items 4.3.1, and 4.3.2.

Food Services. Food service operations on the Kelowna campus have undergone major changes this fall with several longer-term service providers replaced by some exciting new food vendors. The Local Chemist, a local coffee bean roaster and barista has replaced DeBeans in the Student Services building. Kekuli Café, a well-known local provider of

Indigenous cuisine including their famous bannock-wich melts, as well as sweets, smoothies and coffees has replaced Fezziwigs in the Centre for Learning. OC has also launched a FeedBC venture called “The Market at Okanagan College” in the Kelowna campus cafeteria. The market features an assortment of locally sourced grab-and-go options such as sandwiches and salad bowls. The Market also features fresh food items made daily from OC Culinary and Pastry Arts students.

Parking. New parking operations have been implemented this Fall. Notably, OC has introduced some technology changes so that parking users may register their license plates for parking using an online system and are no longer required to display a hang tag. This means that students no longer line up at the beginning of the term to purchase their passes in-person and provides more flexible parking options for part-time students.

PART 3: COMMUNICATION AND ADVOCACY HIGHLIGHTS

Apprentice Hiring Project. Launched in August, the Okanagan College Apprentice Hiring Project received over \$3 million in funding from the Government of Canada’s Apprenticeship Services. That money will be used to support small and medium sized enterprises who hire first-year apprentices, helping the businesses offset costs that come with onboarding new skilled workers. Under the project, employers are eligible to receive \$5,000 for each first-year apprentice they hire, for up to two apprentices per year. The incentive is increased to \$10,000 when employers hire an apprentice who voluntarily chooses to identify as a person within one or more equity-deserving groups (women, persons with disabilities, Indigenous people, members of the LGBTQ2SI+ communities, newcomers and visible minorities).

CampOC. Nearly 3,000 campers participated in CampOC this summer, with camps in Kelowna and Vernon reaching 95 to 98 per cent capacity, and camps in Penticton, Salmon Arm and Revelstoke averaging between 85 to 88 per cent. Campers ranged from grade one to grade 12, and engaged in a variety of programs from LEGO Robotics to Geoscience, Ethical Hacking Boot Camp to All About Aviation, and Secrets of the Pastry Chef to Video Game design. Several campers who attend CampOC return to the College for post-secondary: for example, out of 326 campers total who attended in 2008, as of 2021, 133 have since returned to Okanagan College, and 114 of those students were enrolled in academic/accredited courses and programs.

K’nmalka? Senqalten – Kalamalka Indigenous Garden - \$150,000 in donations have been received from Community Foundations Canada and TD Bank to support the K’nmalka? Senqalten at the College’s Vernon campus. The garden showcases traditional Syilx plants, medicine, foods, C’aptikwl, and ceremony through inclusive community tours and experiential learning. The funding supports operations and school tours; through the spring, 214 children from School District 22, and another 40 children from the Okanagan Immersion Program at Okanagan Indian Band toured and learned about Indigenous plants in Syilx traditions and connection to the land.

CDAs are Precious Campaign. In response to severe skills shortages in the dental sector, Okanagan College Foundation has launched an innovative fundraising initiative in collaboration with local dentists. The pilot campaign, which involves dentists recycling gold and precious metals, has raised \$50,000 in just two months, almost a third of the \$160K goal required to fund an additional cohort of 24 Certified Dental Assistants in 2023.

Okanagan College Foundation Strategic Plan – Inspiring Giving. In June, the Foundation Board approved a new strategic plan, Inspiring Giving. The plan aligns with College’s Inspire Plan and will ensure that the Foundation is positioned to effectively support its implementation. Inspiring Giving has three main priorities: to raise the profile of OC as a destination of choice for philanthropy; to enhance donor loyalty and retention; and, to build a culture of philanthropy with the College.

External relations calendar. A review of individuals and leaders whose partnership and influence are important to OC is complete, and a calendar of priority external stakeholder meetings for the coming year has been created. This is aligned to our strategic commitment to *Integration and focus*, and the goal to strengthen strategic community engagement. This includes strategic and direct in-person outreach by the President to elected officials, industry

leaders, program partners, and donors. As engagement occurs in the coming months, relevant updates will be shared in this report.

Municipal all-candidates forum. UBCO and OC are co-planning an all-candidates forum on the evening of Sept. 28, at the K.L.O. campus. Mayoral candidates in Kelowna will be invited to participate, with the opportunity to contribute questions offered to UBCO and OC students. CBC Radio Kelowna is engaged in discussions to both moderate the debate and broadcast from campus on the day of the event.

Media relations. Over the summer months, media coverage of OC students, instructors, programming and impact has continued. Many stories are a result of OC media releases, which are posted on the [OC public website](#) and shared internally through College Matters.

- CBC News: [New college program trains Indigenous women in carpentry as demand for trades surges in Okanagan](#)
- Castanet: [Okanagan College launches apprentice hiring project for skilled trades](#)
- The Post: [Vancouver culinary event celebrates women in food-and-beverage field](#)
- Castanet: [OC pathways pilot provides better access, supports students needing prerequisites](#)
- Revelstoke Mountaineer: [Diversity as our strength: using an integrative approach to fight racism](#)
- Castanet: [Convocation stoles featuring Syilx, Secwepemc pictographs honour graduates](#)
- Kelowna Courier: [Grad puts money where her teaching is](#)



BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022

Agenda #: 4.6.1

Title:	New Program
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended Motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Basic Skills Certificate A – Fundamentals as recommended by Education Council.”</i></p>
Background Information & Context:	
<p>In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of the following new program:</p> <ul style="list-style-type: none"> • Basic Skills Certificate A - Fundamentals <p>The College and Institute Act states in section 23(1) that “An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:</p> <ul style="list-style-type: none"> (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs; (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees; (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution; (f) evaluation of programs and educational services; and (n) criteria for awarding certificates, diplomas and degrees.” 	
Additional Attachments:	
<ul style="list-style-type: none"> • Proposal Rationale for Basic Skills Certificate A - Fundamentals 	
Analysis:	
<p>See attached rationale for Basic Skills Certificate A – Fundamentals program.</p>	
Alignment to College Integrated Planning:	
<p><i>Individualized life-long learning partnerships, community and relationships.</i> This new program offering represents an ability to serve Okanagan College communities across the region by providing prospective students with programming relevant to their needs.</p>	

Risk Implication & Mitigation Steps:

Lack of participants. Strong collaboration with community partners will mitigate this risk. Strong marketing collateral and a solid marketing plan with dedicated resources to ensure the reach of promotions throughout the Okanagan Valley.

Instructor availability. Collaboration with Arts and Foundational Programs to source subject matter experts who will be qualified to teach.

Proposed and Prepared by:*(include name and title)*

Danny Marques, Chair Education Council

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	9/15/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council Curriculum Proposal Review Committee – Arts & Foundational Programs	6/8/2022
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them*

**Education Council
Report on New Program
September 27, 2022**

Recommended Motions:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Basic Skills Certificate A – Fundamentals as recommended by Education Council.”

Proposal Rationale: Basic Skills Certificate A - Fundamentals

This proposal is for a smaller version of the *Basic Skills Certificate A (BCSA) – Fundamentals* program to be offered at the College’s campuses in Penticton, Salmon Arm, and Vernon. This new program will consist of four courses over 10 months, with admission every second year, compared to the 12 course-program offered at the Kelowna campus. The BCSA - Fundamentals program will have the same entrance requirements as the Basic Skills Certificate A program that is currently run at the Kelowna campus.

Over the years, there have been requests from potential students for a BCSA program at other campuses throughout the College region. It is proposed that the BCSA – Fundamentals program be offered every other year on Penticton, Salmon Arm and Vernon campuses to meet this need in each of these communities. As it is anticipated that there will only be enough demand to offer the BCSA - Fundamentals program at this interval, to meet the needs of the community at each of these campuses in the alternating year, the College will offer the Building Employment Skills and Training (BEST) program, which offers learners student success and work readiness skills.

Courses:

- LSIN 010 Literacy - English 1 (110 hrs)
- LSIN 010A Numeracy - Mathematics 1 (74 hrs)
- LSIN 020 Human Relations (110 hrs)
- LSIN 023 Health and Safety (74 hrs)

Successful students will receive a certificate of graduation at the end of the year.



BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022

Agenda #: 5.1

Title:	Okanagan College Foundation Annual Report 2021-22
Action Required:	For Information
Draft Motion/ Recommendation	<u>Not required</u>
Background Information & Context:	
<p>Okanagan College Foundation is the fundraising arm for Okanagan College. Helen Jackman is the Executive Director, and is also the Director of Advancement for Okanagan College. The Foundation is a separate legal entity from Okanagan College. Its staff are employees of the College, within the Advancement Department.</p> <p>In June 2022, the Foundation refreshed its strategic plan to align with and support the implementation of the College's Inspire Plan.</p> <p>The mission of the Foundation is to <i>"Inspire Giving to Transform Lives and Communities."</i></p> <p>The Foundation engages community to invest in Okanagan College's campuses, learning spaces, equipment, and programs, and we create opportunities for donors to help students fulfill their potential through education.</p> <p>At the end of each fiscal year (March 31), an independent audit of the Okanagan College Foundation is conducted. Grant Thornton LLP conducted the audit for 2021-22. A copy of the audited financial statements are attached with this submission.</p> <p>After completion of the audit, the Okanagan College Foundation produces and distributes its annual report (Gratitude Report). The report is distributed to all donors and to key stakeholders. A copy of the 2021-22 Gratitude Report is also attached.</p>	
Additional Attachments:	
<ul style="list-style-type: none"> • Okanagan College Foundation 2021-22 Audited Financial Statements • Okanagan College Foundation 2021-22 Gratitude Report 	
Analysis:	
<p>The 2021-22 audited financial statements show total assets of \$24,067,051, compared to \$22,435,600 in 2020-21. Revenue for the year totalled \$3,473,608 compared to \$7,300,171 in 2020-21. This difference is explained by a number of factors: timing, as we transitioned out of the Health Science Campaign and began to plan for the next capital campaign; by a significant cash contribution of \$2.5M which fulfilled a pledge to the Wellness Centre a year early in 2020-21, and an unrealized gain of \$1,706,373 on the Foundation's endowment at March 31, 2021 compared to an unrealized loss of \$142,923 at March 31, 2022.</p> <p>Of note, the Foundation disbursed \$1,063,257 in student awards in 2021-22, exceeding previous years.</p> <p>The Board is encouraged to review the Gratitude Report which contains inspiring stories highlighting the impact of philanthropy from donors and students.</p>	

Alignment to College Integrated Planning:

Community. By developing reciprocal relationships with community, the Foundation advances and supports the Inspire Plan and helps community donors fulfill their philanthropic goals.

Effective and Efficient. The Foundation's revenues support the priorities of the College set out in the Inspire Plan.

Inclusive and equitable access. The Foundation's revenues also directly support student success and equitable access by providing financial awards, scholarships and bursaries.

Risk Implication & Mitigation Steps:

Financial. If the Foundation fails to effectively steward existing donors and cultivate new relationships which inspire the community to give, there is a risk that campaign and annual campaign goals will not be achieved. Mitigation strategies to enhance the profile of giving to College, and enhance donor stewardship have been set out in the Foundation's Inspire Plan.

Financial. If the culture of philanthropy is not enhanced within the College, opportunities to maximise philanthropic revenues by leveraging the networks, advocacy, and subject matter expertise of faculty and staff are lost. Mitigation: developing the culture of philanthropy will be prioritised as part of the Foundation's strategic plan over the next 5 years.

Proposed and Prepared by:

(include name and title)

Helen Jackman, Director, Advancement / Executive Director,
Okanagan College Foundation

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	9/9/2022
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
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OKANAGAN COLLEGE FOUNDATION
FINANCIAL STATEMENTS
MARCH 31, 2022

Okanagan College Foundation

Contents

	Page
Independent Auditor's Report	1-2
Statement of Financial Position	3
Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Notes to the Financial Statements	7-12

Independent Auditor's Report

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To the Directors of
Okanagan College Foundation

Opinion

We have audited the financial statements of Okanagan College Foundation (“the Foundation”), which comprise the statement of financial position as at March 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at March 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Foundation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on other legal and regulatory requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these financial statements were prepared on a basis consistent with that applied in preparing the financial statements of the preceding year.

Kelowna, Canada
June 1, 2022



Chartered Professional Accountants

Okanagan College Foundation
Statement of Financial Position
For the Year Ended March 31

	2022	2021
Assets		
Current assets		
Cash and cash equivalents	\$ 13,783,685	\$ 12,298,358
Receivables	17,036	16,286
Investment portfolio (Note 3)	10,131,181	9,993,786
Life insurance policies (Note 4)	135,626	127,170
	<u>\$ 24,067,528</u>	<u>\$ 22,435,600</u>

Current liabilities		
Payables and accruals	\$ 477	\$ 54,030

Net Assets		
Unrestricted	89,484	90,251
Restricted		
Capital campaign	7,336,029	6,363,365
Scholarship and program support	2,176,091	2,442,207
Endowment	14,465,447	13,485,747
	<u>24,067,051</u>	<u>22,381,570</u>
	<u>\$ 24,067,528</u>	<u>\$ 22,435,600</u>

Approved on behalf of the Board:



Director



Director

Okanagan College Foundation
Statement of Changes in Net Assets
For the year ended March 31

	Unrestricted	Restricted			2022	2021
	Operating	Capital campaign	Scholarship and program support	Endowment	Total	Total
Balance, beginning of year	\$ 90,250	\$ 6,363,364	\$ 2,442,208	\$ 13,485,748	\$ 22,381,570	\$ 17,653,703
Net revenue (expenses)	7,302	983,215	(366,810)	1,061,774	1,685,481	4,727,867
Interfund transfers	(8,068)	(10,550)	100,693	(82,075)	-	-
Balance, end of year	\$ 89,484	\$ 7,336,029	\$ 2,176,091	\$ 14,465,447	\$ 24,067,051	\$ 22,381,570

Okanagan College Foundation

Statement of Operations

For the year ended March 31

	Unrestricted		Restricted			
	Operating	Capital campaign	Scholarship and program support	Endowment	2022 Total	2021 Total
Revenue						
Donations						
Capital campaign	\$ -	\$ 958,281	\$ -	\$ -	\$ 958,281	\$ 3,403,220
Annual awards	7,302	200	511,897	-	519,399	617,980
Program Support		85,442	314,263	-	399,705	411,872
Endowment contributions	-		12,028	689,595	701,623	358,230
Investment income	-	43,119	296,942	506,646	846,707	607,475
Unrealized (loss) gain	-	-	-	(142,923)	(142,923)	1,706,373
Forgiveness of line of credit payable	-	125,000	-	-	125,000	135,249
Gaming event revenues	-	-	53,510	-	53,510	36,030
Other revenues	-	1,750	2,100	-	3,850	15,490
Increase in cash surrender value of life insurance policies	-	-	-	8,456	8,456	8,252
	7,302	1,213,792	1,190,740	1,061,774	3,473,608	7,300,171
Expenses						
Scholarships and bursaries Okanagan College program support and other	-	-	1,063,257	-	1,063,257	1,027,629
Fundraising expenses	-	105,577	402,794	-	508,371	1,325,354
Gaming event expenses	-	125,000	3,176	-	128,176	151,144
Investment management fees	-	-	27,005	-	27,005	15,830
Other expenses	-	-	54,506	-	54,506	45,279
	-	-	6,812	-	6,812	7,068
	-	230,577	1,557,550	-	1,788,127	2,572,304
Net revenue (expenses)	\$ 7,302	\$ 983,215	\$ (366,810)	\$ 1,061,774	\$ 1,685,481	\$ 4,727,867

See accompanying notes to the financial statements.

Okanagan College Foundation

Statement of Cash Flows

For the year ended March 31

2022

2021

Cash provided by (used in) operating activities

Net revenue	\$ 1,685,481	\$ 4,727,867
Items not affecting cash		
Increase in cash surrender value of life insurance policies	(8,456)	(8,252)
Gain on disposal of investments	(277,007)	(191,260)
Unrealized loss (gain) on investments	142,923	(1,706,373)
Forgiveness of line of credit payable	(125,000)	(135,249)
	<u>1,417,941</u>	<u>2,686,733</u>
Changes in non-cash working capital		
(Increase) decrease in receivables	(750)	10,294
(Decrease) increase in payables and accruals	(53,553)	12,494
Net advances of line of credit	125,000	133,103
	<u>1,488,638</u>	<u>2,842,624</u>

Cash provided by (used in) investing activities

Purchase of investments	(705,437)	(679,199)
Proceeds from disposal of investments	702,125	648,402
	<u>(3,312)</u>	<u>(30,797)</u>

Increase in cash and cash equivalents during the year	1,485,326	2,811,827
Cash and cash equivalents, beginning of the year	<u>12,298,358</u>	<u>9,486,531</u>
Cash and cash equivalents, end of the year	<u>\$ 13,783,685</u>	<u>\$ 12,298,358</u>

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2022

1. Nature of organization

The Okanagan College Foundation (the “Foundation”) raises funds from Okanagan College’s alumni and from the community. The Foundation’s purpose is to further the goals, objectives, and strategic interests of Okanagan College; stimulate and provide financial support for the development and expansion of educational programs, services, capital projects, and other initiatives as recommended by Okanagan College that support the mission and goals of Okanagan College; and provide financial support to enable students to participate in learning at Okanagan College and other institutions providing post-secondary education in Canada. The Foundation is a registered charity with the Canada Revenue Agency and accordingly is not subject to income tax. In accordance with its constitution and bylaws, the Foundation’s operations are exclusively for charitable purposes.

2. Summary of significant accounting policies

Basis of presentation

The Foundation has prepared these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Foundation follows the restricted fund method of accounting for contributions. Accordingly, the resources and operations of the Foundation are segregated into various funds for accounting and financial reporting purposes, each with responsibility for the stewardship of the assets allocated to it.

Capital campaign fund – The fund includes contributions restricted by the donor for the purpose of funding Okanagan College capital projects and other programs.

Scholarship and program support fund – The fund includes contributions restricted by the donor for scholarships, bursaries, and student awards; earnings on the Endowment Fund allocated to fund annual awards; and program support donations.

Endowment fund – The fund includes those amounts relating to endowments, bequests and trust funds made available to the Foundation under trust agreements specified by donors and independent trustees for the purpose of providing scholarships, bursaries and assets for Okanagan College, the University of British Columbia, or any other educational institution in Canada.

Operating fund – The fund includes undesignated contributions and earnings that are available for use at the discretion of the Foundation.

Donations and donated property

Donations are recorded as received. Donated property is recorded at fair value, which is determined by appraisal. Donations pledged but not received and volunteered time have not been recorded.

(continued)

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2022

2. Summary of significant accounting policies (continued)

Cash and cash equivalents

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase.

Investments

The Foundation has invested in marketable securities for revenue generation. Investments are recorded at fair value with unrealized and realized gains recognized in the statement of operations. Interest and dividend income is recognized when earned.

Life insurance policies

Life insurance policies owned by the Foundation, which are non-cancellable and whose premiums are fully funded, are included in assets to the extent of their cash surrender value.

Contributed services and supplies

Okanagan College provides administrative staff and necessary supplies for the Foundation's operations. Because of the difficulty in tracking and determining their fair value, contributed services and supplies are not recognized in these financial statements.

Financial instruments

The Foundation considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. A financial asset or liability is recognized when the Foundation becomes party to the contractual provisions of the instrument.

Initial measurement - The Foundation's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs, if applicable. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Financial assets and financial liabilities in related party transactions are initially measured at cost, with the exception of certain instruments which are initially measured at fair value. The Foundation does not have any assets or financial liabilities in related party transactions which are initially measured at fair value. Gains or losses arising on initial measurement differences are generally recognized in net income when the transaction is in the normal course of operations, and in equity when the transaction is not in the normal course of operations, subject to certain exceptions.

Subsequent measurement - At each reporting date, the Foundation measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which are measured at fair value. The Foundation has also irrevocably elected to measure its investments in bonds at fair value. All changes in fair value of the Foundation's investments in equities quoted in an active market and in bonds are recorded in the statement of operations.

(continued)

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2022

2. Summary of significant accounting policies (continued)

Financial instruments (continued)

The Foundation uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost (which approximates fair value for cash and cash equivalents) are cash and cash equivalents, receivables, payables and accruals. Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant credit, liquidity or market risks arising from these financial instruments.

Impairment – Financial assets and financial liabilities recognized in related party transactions are subsequently measured based on how the Foundation initially measured the instrument. Financial instruments initially measured at cost are subsequently measured at cost, less any impairment for financial assets. Financial instruments initially measured at fair value, of which the Foundation has none, would be subsequently measured at amortized cost or fair value based on certain conditions.

For financial assets measured at cost or amortized cost, the Foundation regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Foundation determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in the statement of operations in the year the reversal occurs to the extent that the reversal of the impairment loss does not exceed the carrying value of the asset.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Certain items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. These estimates are reviewed periodically and adjustments are made to the Statement of Operations as appropriate in the year they become known.

3. Investment portfolio

Current marketable securities are managed by RBC Phillips Hager & North.

	<u>2022</u>	<u>2021</u>
Fixed income	\$ 3,222,604	\$ 3,215,306
Equities	<u>6,908,577</u>	<u>6,778,480</u>
	<u>\$ 10,131,181</u>	<u>\$ 9,993,786</u>

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2022

4. Life insurance policies

The Foundation has been given life insurance policies under which it is the owner and beneficiary. The policies are treated as an investment and shown as an asset to the extent of the cash surrender values. The total coverage provided under the policies owned by the Foundation is approximately \$290,000 (2021 - \$290,000).

5. Line of credit payable

Under the Capital Campaign Line of Credit Agreement between the Foundation and Okanagan College, the College may provide funds to the Foundation, up to a maximum of \$1,250,000, by way of a line of credit so as to cover the costs to be incurred by the Foundation in operating and running the Capital Campaign(s).

The line of credit payable shall be made free of interest provided that the Foundation shall comply strictly with the terms of the agreement.

The Foundation shall repay amounts owed on the line of credit payable pursuant to the terms of this Agreement on the following basis:

- On March 31 in each year, repayment of a minimum of 20% of the pledge payments that are received, to a maximum amount of all outstanding credit; and
- At any time forthwith upon demand from the College.

The balance outstanding of the line of credit payable under the Capital Campaign Line of Credit Agreement as at March 31, 2022 was \$nil (2021 - \$nil).

Okanagan College forgave approximately 12% of the pledges received in the amount of \$125,000 for the fiscal year ending March 31, 2022 (2021 – \$135,249).

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2022

6. Endowment funds

The Foundation has invested with various community foundations funds donated for scholarship and bursary purposes. These investments are held in perpetuity by the respective community foundations and interest will be paid annually to the Foundation to fund the respective scholarships and bursaries.

The following table lists the foundations holding endowment funds for the benefit of the Foundation, the fund balances as at March 31 and the investment income amounts received by the Foundation during the fiscal year.

	<u>2022</u>		<u>2021</u>	
	Fund balance	Investment income	Fund balance	Investment income
The Vancouver Foundation	\$ 500,000	\$ 29,044	\$ 500,000	\$ 29,044
The Community Foundation of the South Okanagan	160,000	6,570	160,000	6,140
The Central Okanagan Foundation	103,000	7,725	103,000	3,605
The Community Foundation of the North Okanagan	100,000	6,179	100,000	6,066
The Shuswap Community Foundation	100,000	8,388	100,000	7,500
The Revelstoke Community Foundation	5,000	250	5,000	250
	<u>\$ 968,000</u>	<u>\$ 58,156</u>	<u>\$ 968,000</u>	<u>\$ 49,433</u>

As the investments in community foundations are not controlled by the Foundation, these investments have not been recognized in the financial statements.

7. Related party transactions

Included in donations revenue is \$84,707 (2021 - \$218,797) received from Okanagan College to be used towards annual awards and other program support.

During the year, Okanagan College approved \$125,000 (2021 - \$135,249) for forgiveness of the line of credit.

During the year, the Foundation awarded to Okanagan College grants in the amount of \$372,425 (2021 - \$169,650) to fund specific programs and transferred \$105,577 (2021 - \$1,152,167) raised in the capital campaign and other to support the Kelowna Health Sciences Building, and other program support.

Transactions with related parties are recorded at the exchange amount, the amount of consideration agreed to between the related parties.

Okanagan College Foundation

Notes to the Financial Statements

March 31, 2022

8. Financial instruments risks

The Foundation's main financial instrument risk exposure is market risk. Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

Currency risk – Currency risk is the risk that the fair value of a financial instrument will fluctuate because of changes in foreign exchange rates. The Foundation is exposed to this risk on its investments in U.S. and international equities quoted in an active market. There was no significant change in exposure from the prior year.

Interest rate risk - Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk with respect to investment in fixed income instruments. There was no significant change in exposure from the prior year.

Other price risk – Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices (other than those arising from interest rate risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to other price risk on its investment in equities quoted in an active market. There was no significant change in exposure from the prior year.

9. British Columbia Societies Act

The British Columbia Societies Act includes a requirement to disclose the remuneration paid to all directors, the ten highest paid employees, and all contractors who are paid at least \$75,000 annually. There are no items to disclose in the current year.

10. Comparative Figures

Certain comparative figures from the prior year have been reclassified to conform to the presentation format adopted for the current year.

GRATITUDE REPORT 2021-22



Caylee Donovan is the first recipient of the Marcia J. Aitkens Memorial Bursary. She became a Licensed Practical Nurse to honour her daughter, Gracie.

Your impact on students | by the numbers

\$1,063,257
disbursed to
students

775
awards to
478
students

44
new award
funds created

Reef Gladwin

“Unfortunately, living away from home can be quite expensive and difficult for a young student. This award, to me, was game-changing. I live in a trailer to help keep costs down, but unfortunately, because of a series of mechanical failures to my trailer and truck, my budget became quite tight. This award allowed me to make the repairs I needed without having to work during the final weeks of school. Instead, I was able to keep my head down and focus on studying and doing the best I could on my exams.”

~Reef Gladwin, recipient of the 2021 Walter and Emma Pollet Memorial Award.

Indigenization in Action



OC 'Sticks Up' Inspires Okanagan College Staff to Give

Each year Okanagan College Foundation teams up with OC's Indigenous Services to raise money to fund awards for Indigenous students.

The 'Sticks Up' fundraiser is a hockey "bracket challenge." That means that Okanagan College staff (and their friends and family) purchase tickets and then predict the outcomes of every series in the playoffs, along with the Stanley Cup. Those who make the most accurate predictions are eligible to win (donated) prizes.

100% of the \$1,200 raised in the 2022 edition of the fundraiser will go towards need-based bursaries for Indigenous students at Okanagan College.

Supporting Budding Indigenous Viticulturists

The Gerard Basset Foundation has generously provided a grant to fund the Golden Vines® Indigenous Viticulture Scholarships pilot program at Okanagan College's Penticton campus.

The new program will Indigenize Okanagan College's viticulture program, providing six \$5,000 scholarships for Indigenous students (annually) and create a new curriculum that includes integrated learning grounded in Indigenous cultural frameworks.

The program will be delivered in collaboration with Indigenous community partners, and Indigenous students will be paired with Indigenous mentors who will act as advocates, teachers, and community connectors.

The project was one of 15 worldwide to receive funding from the Gerard Basset Foundation. Each of these projects aims to increase diversity in the wine industry.



Year in review

Income

Total revenue
\$3,473,608



Student support
\$1,221,022



Program support
\$399,705



Capital projects
\$958,281



Investment
and other income
\$894,600



Expenses

Total expenses
\$1,788,127



Student support
\$1,063,257



Program support
\$402,794



Capital projects
\$105,577



Fundraising
and other expenses
\$216,499



Note: Net revenue is designated for future capital and other projects.



Donors Make Student Investment Fund Possible

Generous community support has enabled Okanagan College to launch a Student Investment Fund.

The idea for the fund came from Okanagan College Business Students Riley Dunsmore and Steven Fiust, as well as recent alumni Justin Rantucci. Once established, the fund will give Business students at all four Okanagan College campuses the opportunity to make real-world investments under the supervision and support of a team of expert advisors. When the fund reaches \$500,000, proceeds will go toward student scholarships.

The trio say they've been overwhelmed and heartened by the incredible community support they've received so far. In under three months, the community has generously contributed \$100,000 in seed money to get the fund up and running.

Harold Wirick, investor and philanthropist, contributed the inaugural \$30,000 gift, the Stober Foundation surprised the Business students with a \$40,000 donation, and donors like OC alum Patti Dwyer of TD Wealth, and Kayla Caruana and Karen Erickson from Investors Group have given generously.

The trio is asking for community support to help build the fund to \$500,000 so more students can participate in the program and scholarships can be distributed sooner.

For more details please visit
<https://trellis.org/studentinvestmentfund>

INSPIRING STUDENTS



Hear from students about how
your support has transformed
their lives . . .



Sophie Wilson

“It took a lot of community support to make it possible for me to finish school.”

“I’m grateful that I had the opportunity to study at Okanagan College’s Penticton campus. My professors were fantastic, and learning close to home allowed me to spend more time with my daughter. I completed a Business Administration diploma this past fall. I’ve tried to go to school before, but financial insecurity always ended up holding me back. I would end up having to work part-time, and then I would end up working full time and then I would end up having to leave school altogether.

I started applying for awards in my second year at Okanagan College. One of OC’s Indigenous Student Services Coordinators – Marcy Trotter – helped me through the whole process. I’m so grateful to her for her help, and I’m really humbled to have received so many awards.

Getting the awards meant I didn’t have to worry about finances when I was in school. Because I didn’t have to look for work, I could just focus on my studies and spend time with my daughter. The incredible generosity of

donors and the support that I received from the Penticton Indian Band meant that I could be a mom who’s present.

My daughter Mia means everything to me. She’s changed my life in so many ways. I’ve been sober since I got pregnant with her in 2014. Without my sobriety, I wouldn’t be on my education journey.

My daughter’s dad passed away in a tragic car accident in 2018, and that encouraged me to go back to school to provide for Mia.

Through all of the trials and struggles of my life, the loss of Mia’s father, the death of my mom, and a severe car accident, the incredible generosity of community is what has made it possible for me to succeed.

Now that I’ve finished my diploma, my goal is to work at Okanagan College. I’m currently looking at jobs in administration, but eventually, I’d love to be part of the Indigenous services team. They helped me so much when I was in school, and I’d love to help other Indigenous students.”



Thomas Klein

“Even as a kid I knew I would go into the trades. An office job wouldn’t work for me because my ADHD makes it hard for me to sit still for too long, and my reading and writing aren’t the best.”

“One of my high school teachers got me into sheet metal. The school helped me enroll in Okanagan College’s Sheet Metal Worker Foundation Certificate program. The program allowed me to learn a lot of new techniques, test out ideas, and try new things.

When I first found out that I got the George Nicholson Memorial Sheet Metal Worker Award I was so surprised; I couldn’t believe it! I even called Okanagan College Foundation to double-check I’d actually received the award. I just didn’t expect it and I’m still having a hard time accepting that they chose me – but I’m really grateful they did.

I know that the award that I got is a memorial, so I want to make sure I use the money for something important. I think I’m going to use it to buy a fuel-efficient used car.”

“I apprenticed with Geotility in high school, and I’ve worked for them ever since. Finishing the Sheet Metal Foundations course helped get me a promotion at work. Now I’m a fabricator. I make fittings that are used in duct work.

I love my job and I make a living wage. Right now, I’m saving up to buy a mobile home. I think I’ll have enough for a down payment in about three years.

One thing I’ve learned is that I do well when I have a goal. Now that I’ve finished my Red Seal (Sheet Metal Worker Trade Certificate), I’d like to take some more (trades) tickets.

My grandfather said you can never get too many tickets. I want to get some welding tickets, because I feel that could help my company out, and because I love to learn new things.

I’m also trying to get into artistic metal work. I want to make unique signs with metal cutouts of landscapes and people. To do that I need to learn a program called Inkskape. So, I’m figuring out how I can get trained on that.

I hear problems happen for people when they have no goals or direction, for me I like to keep moving forward. Maybe that need to move forward all the time is because of my ADHD; I just don’t want to stand still. I don’t want to be stagnant.”

Caylee Donovan

“Gracie taught me everything there is to know about life. I became a nurse because of her.”

“I found out I’d received the Marcia J. Aitkens Memorial Bursary in Practical Nursing in the middle of lab. I was so shocked I pretty much dropped to the floor.

At the time, I was a full-time student in Okanagan College’s Practical Nursing program, and I was working up to five days a week. The workload was just too much to handle especially as a mother of a child with special needs. My eleven-year-old had recently been diagnosed with autism and needed more of my time.

Receiving the award allowed me to reduce my work hours and focus on my education and my family.

I have four children. Two who live with me, one who’s out on his own, and my angel baby – Gracie.

Gracie was somewhat medically fragile, so we had lots of interactions with healthcare teams in the three and a half years I had with her. She was nonverbal and had developmental delays due to a rare chromosome syndrome.

We were regulars at the hospital because when she got a cold or flu, she stopped drinking. So, she often needed to be put on IV fluids.

Almost every interaction we had with the healthcare system was really respectful towards her.

One time, one of Gracie’s nurses asked if a group of 4th-year nursing students could put in her catheter and an NG tube. I kind of fought them, Gracie was so fragile, and I wanted to protect her. But after the nurse talked to me for a bit, I decided to let them, and the students were really amazing. They were perfect.

Almost a year later, Gracie ended up in the Pediatric ICU with H1N1. One of the student nurses who put in the catheter came to visit her. He was awesome, and it meant everything to me that he cared enough to come see her. He remembered Gracie as the happy, bright eyed, Dora-loving, giggling little girl I knew. The nurses in the Pediatric ICU had never seen that side of her. They saw an intubated Gracie, who slept 24 hours a day.

My thing is that I’ve been in the healthcare system, and I’ve navigated it; it’s hard on families. So, I can empathize. I can understand what they’re going through. That’s why I’m so passionate about being a nurse; I know how much of a difference nurses can make. I want to work in hospice because I know that’s where I can be of most help.

I always say I would pretty much nurse for free because it’s not about the money. If I can make my patient or their family have a little bit of a smile, a second of a break where they feel good, then my day is made, and I’ve done my job.”

Inspired to Give

“I created the Paige Whitelaw & Carlee De Boer Memorial Therapist Assistant Award because I wanted a way to honour the passing of my friends while also providing financial support to Okanagan College students. I met Paige and Carlee when they were students in the Therapist Assistant Program, and they were so passionate about their studies. They meant so much to me, and establishing this award was a way to keep their legacy alive.”

*~Aaron Gregory,
Okanagan College Alum*

“The Marcia J. Aitkens Memorial Award recognizes an exceptional student in the Practical Nursing program. The award was named after the nurse, Marcia J. Aitkens RN BSN, who was instrumental in founding the LPN program at Okanagan College. Caylee Donovan is a worthy recipient; she is a single mother and a full-time student. Her desire to take her place in the Healthcare profession and her determination to provide for her family makes Caylee the perfect first recipient of the award. Marcia died in 2001; I know that she would be delighted to see Caylee win the award and begin her nursing life.”

*~Sharon McKenna,
RN, PhD*

100% impact

Did you know that the unique way Okanagan College Foundation is funded means 100% of your awards donations go directly to students. Contact us to learn more.



Welcome Inspiring Giving



This year Okanagan College developed an ambitious new strategic plan – Inspire. That core theme, inspiration, resonates here at the Foundation as we look back across the year, and forward to our own new strategic plan - Inspiring Giving - and the contribution we will make to Inspire.

In 2021-22, 668 generous donors were inspired to give \$3.5M to education through Okanagan College Foundation. Every gift was inspired by a belief that education has the power to change lives. Getting to know our donors and learning about the motivation behind your investment has been an honour, especially during a time when our collective resiliency has been tested by the broader context of the pandemic, local environmental impacts and international crises.

Despite this challenging context, donors like you were inspired to help Okanagan College students achieve big goals. Through the power of community, you changed students’ lives. Together you helped create world-class learning facilities and educational programs, you collectively gave \$4.6M in donations to help open the doors to a state-of-the-art Health Sciences Centre at our Kelowna campus, you donated \$500,000 to establish a childcare facility at our Vernon campus, and you gave \$1.1M in awards to students in need.

It is a privilege to connect your community philanthropy with such incredible outcomes and it’s truly inspiring.

On behalf of the staff and Directors, we are full of gratitude.



Gladys Fraser
Chair, (June 2019-June 2022)
OC Foundation



Connie Denesiuk
Chair, (June 2022 - present)
OC Foundation



Helen Jackman
Executive Director
OC Foundation



As Gladys Fraser's 7-year term on Okanagan College Foundation's Board of Directors comes to a close, we were privileged to sit with her and reflect on her time as Director and Chair.

What inspired you most in your time here?

"The magic is when you connect a donor who really wants to help others with students who really need help. Students see their award with a sense of wonderment – they think, 'this person supported me, and they don't even know me, but they still have my back.'"

What are you most proud of in your time at Okanagan College Foundation?

"When I first joined the board, it felt Kelowna-centric. Students come from all over, and we support the entire region, but we didn't have that regional diversity represented on the board. Now we do. We have directors from all over the Okanagan, and each of them is deeply passionate about serving their communities through the College."

Why is Okanagan College Foundation so important?

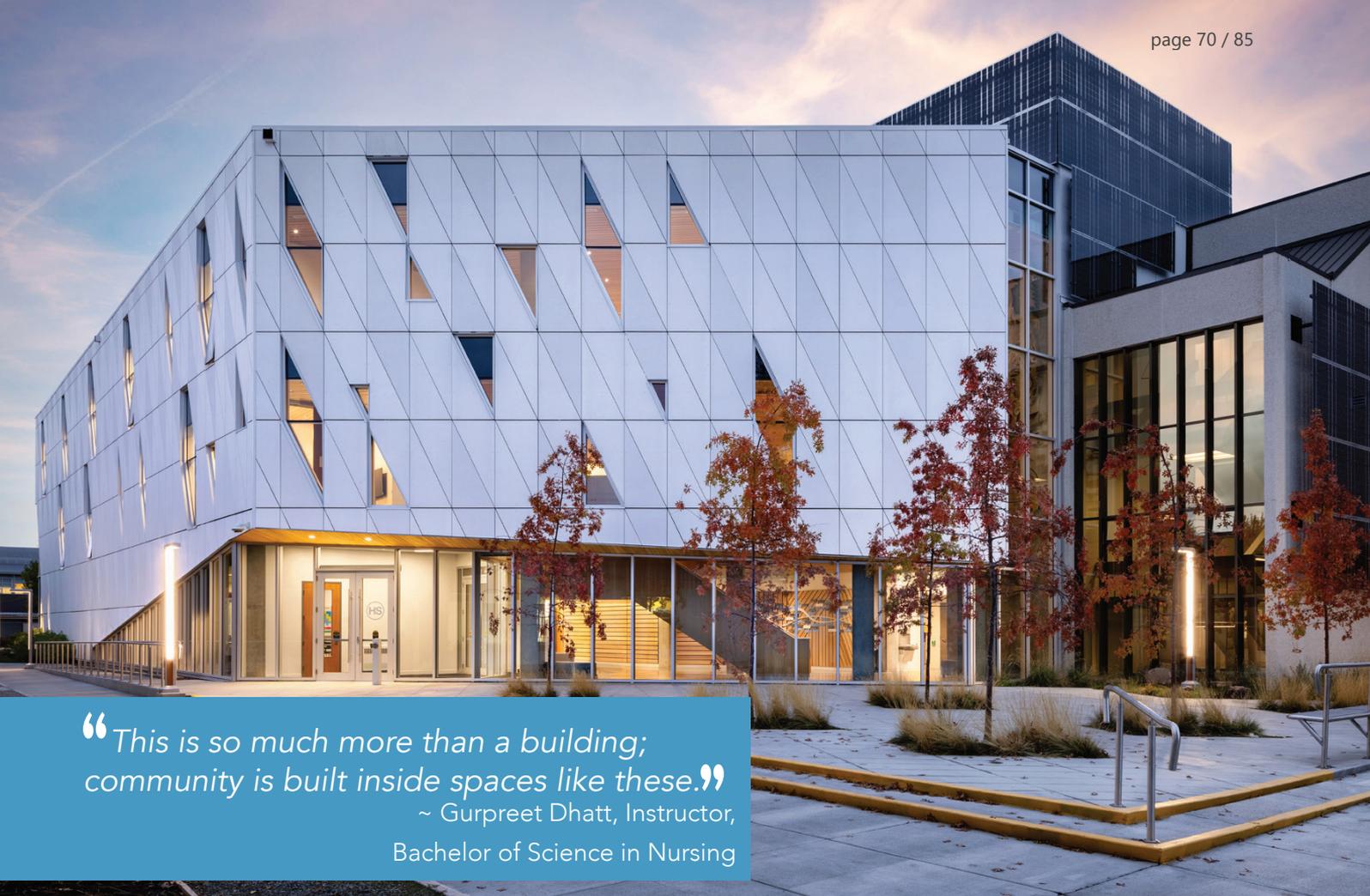
"We're building an overall healthier society and a more robust economy by offering this kind of education and training in our community. When we create opportunities for individuals to better themselves and improve their quality of life, they are much more likely to stay in the Okanagan and contribute to our communities."

We would love to hear from you if you're interested in joining our volunteer Board of Directors. Please contact Helen Jackman at hjackman@okanagan.bc.ca for more information.

With heartfelt gratitude, we say thank you to retiring Chair, Gladys Fraser

"I would like to thank Gladys for the leadership and guidance she has provided as Chair of the Foundation Board. She is passionate about the College and the communities it serves and has a deep respect and admiration for our donors. Her governance experience steered the development of our new strategic plan. Gladys' generous listening ear, astute questions and professional wisdom have been a constant source of support. We are all grateful for her contribution and will miss her leadership."

~Helen Jackman,
Executive Director,
Okanagan College Foundation



“This is so much more than a building;
community is built inside spaces like these.”

~ Gurpreet Dhatt, Instructor,
Bachelor of Science in Nursing

photo by Shawn Talbot Photography

Thank you to the incredible community of donors who supported the Our Students, Your Health campaign. Through the generosity of community, the campaign raised over 4.6 million dollars!

Each and every one of you inspires us and reminds us that with community support, everything is possible.

Thanks to you, Okanagan College now has a state-of-the-art Health Sciences Centre on our Kelowna campus. This sustainable, energy-efficient building recently received an award for Leadership in Energy and Environmental Design from the Southern Interior Construction Association.

Your gift is already transforming lives and communities. The new Centre is outfitted with modern equipment and technology that allows our students to graduate “work ready.” We are also proud to share that the first wave of graduates is already caring for our communities’ most vulnerable in their new roles in health and social service.

Visit <https://bit.ly/hsctthankyou> to hear about the generational impact of this campaign.

New Learning Spaces Created

- ✓ Simulated pharmacy
- ✓ Nursing lab
- ✓ Dental clinic
- ✓ Home care lab
- ✓ Early childhood education lab
- ✓ Therapist assistant lab
- ✓ Simulation lab
- ✓ Collaboration room
- ✓ 8 student gathering areas
- ✓ 6 classrooms
- ✓ 2 student project rooms

"My wife Leona was one of the most generous people I've ever known. She poured her heart into our family and into the lives of her patients as a loving nurse. She would be so moved to know that our family's gift is supporting students to care for others in their homes and acute settings in the community."

Jack Kofoed



\$4,648,349
raised



639
contributors



797
students trained
in the new centre

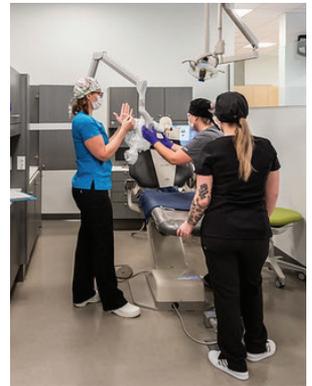


photo by GEC Architecture



A soaring Indigenous sculpture spans all three stories of the Health Sciences Centre, offering unique views from each floor.

This beautiful, hand-cut metal sculpture was created by Indigenous artist, Wapupxn, Clint George. It represents the four food chiefs and depicts the Syilx Okanagan oral history (or **captik^{W4}**) of how food was given. It also marks Okanagan College's commitment to creating safe spaces for Indigenous students.

A Time of Celebration!

Thank you to everyone who attended our Strawberry Social. We're so grateful we had the opportunity to toast the opening of the new Health Sciences Centre with you.



Special thanks to Maxine DeHart, our amazing Campaign Ambassador.

Creating a Community
of Giving to Support
Healthcare.



Jane Hoffman

photo by Darren Hull Studios

As the founder of one of Kelowna's leading luxury real estate agencies, Jane Hoffman has an insider's view of what makes Kelowna tick.

"I can see we're growing so quickly, and there's a lot of pressure on healthcare. We're all aging, and we all want to be taken care of," says Jane.

That's why when she heard about Okanagan College Foundation's Our Students, Your Health campaign, she knew she wanted to help.

"We need well-trained people to be there for us, whether it be through an accident, a heart condition, or another emergency. I know that by supporting health care education, I'm investing in Kelowna's future," says Jane.

Jane's job is all about connection, so she knew that the way she could have the greatest impact was by creating a community of supporters for the campaign. To do that, she reached out to her family, friends and colleagues and invited them

to participate in a fundraiser for the Care Bed Units in Okanagan College's new state-of-the-art Health Sciences Centre.

"It takes a lot of energy to make those calls, but it's very gratifying when you get an affirmative, 'Yes, I'll do it. Yes, I'll support that.'"

Jane generously hosted an Italian Harvest Celebration Dinner for those who contributed to the fundraiser. The event included building tours, equipment demonstrations, and a family style Italian meal prepared by Okanagan College Culinary Arts students.

Through her hard work and dedication, Jane was able to bring in over \$300,000 to help support Okanagan College's state-of-the-art nursing lab.

A Vernon Couple's Gift Makes On-Campus Childcare Possible

Thanks to an incredibly generous \$500,000 donation from Lloyd Davies and Janet Armstrong, Okanagan College's Vernon campus will soon have a childcare centre.

The childcare centre will be part of Vernon's new student residences, which were funded by the Government of B.C.

As a former Okanagan College instructor, Lloyd knows the impact that lack of access to childcare can have on students. That's why he's been a tireless advocate for on-campus childcare for years.

He says, "time and again, I would have students missing class, missing labs, missing exams. It was an ongoing issue with students who had young children. It was never a huge number, but it was pretty apparent what was happening. Really good students were working really, really hard, but daycare was just this huge hurdle for them to get over."

Lloyd and Janet's leadership gift created the momentum for the project; not only did it provide vital funding for building costs, but it also enabled Okanagan College to apply for the remaining capital costs from the Government of BC's ChildCareBC New Spaces Fund.

Okanagan College Foundation will be launching a community campaign to ensure the new centre is fully equipped with the indoor and outdoor equipment needed for the children to learn and play.



Your Gift is Transforming
Lives and Communities

You Inspire Us



Okanagan College Foundation

Phone: 250-762-5445, ext. 4773

Toll-free: 1-888-650-6968

Email: foundation@okanagan.bc.ca

okanagancollegefoundation.ca

Charitable registration tax number
86248 8194 RR0001





BOARD OF GOVERNORS – BRIEFING NOTE

September 27, 2022

Agenda #: 5.2

Title:	President Selection Policy
Action Required:	For Approval
Draft Motion/ Recommendation:	<p><u>Recommended Motion:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the President Selection Policy as recommended by the Executive Committee and as presented.”</i></p> <p>Also provided to the Board for information, are draft President Search Advisory Committee Terms of Reference and Procedures for the President Selection Policy. As noted under the Policy, at the time a search is initiated these will be reviewed, amended as necessary, and then approved by the Board. The Board is not required to approve these two documents at this time.</p>
Background Information & Context:	
<p>As part of a debrief conducted following the 2020 presidential search, the President Review Committee requested a review of the President Selection Policy and the President Search Advisory Committee Terms of Reference. The Review Committee sought to ensure the knowledge and experience gained during the 2020 search process was captured and to reduce, as much as possible, the lead time required to initiate a search in the future. As a result of feedback received from the Search Committee, and others involved in the process, changes were made to the policy and to the Terms of Reference. With the approval of the Board Executive Committee, the redrafted policy was posted internally for feedback in March 2022.</p> <p>Prior to finalization of the new President Selection Policy a new Policy Framework was approved by the Board. The new framework included direction to separate policy from procedure within new templates. The draft policy, developed under the old policy framework, was updated and redrafted based on the new policy framework and the comments received from the community on the draft policy that was posted for feedback in April. Procedures were also separated out from the Policy and included in a new Procedures document. The Procedures along with the new Committee Terms of Reference will be approved by the Board of Governors at the time a search is undertaken and are provided here for information.</p> <p>At their September 2022 Committee meeting, the Board Executive Committee requested that the number of members on the search committee be limited to 15 and that the members on the committee from the representative groups be elected by the membership of that group. The Policy has been updated to reflect these changes.</p> <p>Attached for the Board’s review is the original policy. A blacklined version has not been included due to the number of formatting changes. If a member would like to see a blacklined version in advance of the meeting, please contact Kristen.</p>	
Additional Attachments:	
<ul style="list-style-type: none"> • President Selection Policy (New) • President Selection Procedures (New draft) 	

- President Search Advisory Committee Terms of Reference (New draft)
- President Selection Policy (previous)

Analysis:

In 2021, a survey was issued to members of the 2020 President Search Committee requesting feedback on the process. The changes to the policy reflect their comments along with input from members of administration engaged in the process.

In early 2022, a draft version of the policy incorporating the changes suggested in the above process was posted for internal feedback. The feedback and notes on Administration's consideration of the feedback is included as an attachment for consideration.

Alignment to College Integrated Planning:

N/A

Risk Implication & Mitigation Steps:

Operational. While the risk of the new President leaving is low, it is operationally prudent to have these documents updated and approved so they can be implemented quickly when required.

Proposed and Prepared by:

(include name and title)

Joanna Campbell, Manager, Executive Office

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Board Executive Committee	3/15/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	8/29/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Board Executive Committee	9/20/2022
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.
<input type="checkbox"/>	<input type="checkbox"/>		Select a date.	

*This document is intended to be a cover sheet only (e.g. two pages)
If supporting documents are required, please attach them*



PRESIDENT SELECTION POLICY

Policy Area:	Board
Policy Number:	To be assigned by Office of Policy Coordination
Policy Sponsor:	Chair, Okanagan College Board of Governors
Policy Contact:	Board Office
Stakeholders:	Board, Employees, Students
Authority:	<i>College and Institute Act</i>
Approval Authority:	Board of Governors
Approval Date:	
Effective Date:	
Replaces or New:	President Selection Policy (C.2.5)
Last reviewed:	May, 2019
Scheduled review date:	May, 2027

Procedures: *None*

1. Policy Statement

The recruitment and appointment of a President is one of the Board's most important responsibilities and as such the Board is required to establish the principles for the search and selection of the President of Okanagan College.

2. Purpose

- 2.1 To outline the principles to be applied during the search and selection of a new President.
- 2.2 To outline the membership of the Search Committee that will carry out the presidential search and recruitment process for the purpose of recommending candidates to the Board for consideration for the position of President.

3. Scope and Application

- 3.1 This policy applies to the Board and those employees and students who serve on the Search Committee.

4. Definitions Used in this Policy

Board	means the Board of Governors
President	means the chief executive officer of Okanagan College
Search Committee	means the President Search Advisory Committee

5. Responsibilities

- 5.1 It is the responsibility of the Board to:
- a) Determine that a search be conducted.
 - b) Approve membership of the Search Committee.
 - c) Approve the Procedures for the President Selection Policy.
 - d) Approve the Terms of Reference for the Search Committee.
 - e) Approve the skills, qualifications, and position description for the President.
 - f) Call special meetings as required.
 - g) Make the final selection and appointment of the President.
- 5.2 It is the responsibility of the Human Resources & Compensation Committee to:
- a) Seek nominations from the college community and recommend to the Board individuals to serve on the Search Committee.
 - b) Engage the services of a professional search consultant.
 - c) Review, and amend as appropriate Procedures for the Search Committee
 - d) Review, and amend as appropriate Terms of Reference for the Search Committee
- 5.3 It is the responsibility of the Search Committee to:
- a) Solicit input from the college community to establish the criteria and process to be used to recruit and select candidates.
 - b) Provide regular verbal updates on the process to the Board at its closed meetings.
 - c) Recommend to the Board one or more candidates for consideration.

6. President Search Advisory Committee Membership

- 6.1 The Search Committee will consist of the following members and is limited to a maximum of 15 members:
- a) The Board Chair, or the Chair's delegate, who will serve as the Search Committee Chair;
 - b) Three Board members selected by the Board Chair who are neither employees nor students of the College;
 - c) A member of the Education Council selected by the Education Council Chair;
 - d) An employee who is a member of the Okanagan College Faculty Association and who is elected by the employees represented by the association;
 - e) An employee who is a member of the OC BCGEU Vocational union and who is elected by the employees represented by the union;
 - f) An employee who is a member of the OC BCGEU Support Staff union and who is elected by the employees represented by the union;
 - g) A senior administrator who is a member of the Leadership Council;
 - h) An administrative employee who is not a member of a bargaining unit or a member of Leadership Council;

- i) A student who is a member of the Okanagan College Student Union (OCSU) and is elected by the students represented by the OCSU; and
 - j) A student who is a member of the Vernon Student Association (VSA) and is elected by the students represented by the VSA.
 - k) Any other individuals the Board deems appropriate.
- 6.2 An employee will be assigned to support the Committee and search process. This individual does not have voting rights on the Committee.
- 6.3 Appointments will be made taking into consideration representation from across the region served by Okanagan College, as well as representation from the Indigenous community and on advice provided by representative areas.

7. Confidentiality

- 7.1 The search process will be a closed confidential process.
- 7.2 The Search Committee will carry out its work confidentially and all information related to the search and the work of the Search Committee will be kept confidential unless released by the Chair of the Search Committee.

8. Related Acts and Regulations

College and Institute Act

9. Supporting References, Policies, Procedures and Forms

Terms of Reference Human Resources & Compensation Committee

Draft Search Committee Terms of Reference

History / Revisions

Date	Action
YYYY-MM-DD	Revision Approved by Board, Education Council, Executive Team, etc.: Title of Policy
YYYY-MM-DD	Approval by Board, Education Council, Executive Team, etc.: Title of Policy



Procedures for President Selection Policy

Parent Policy:	President Selection Policy
Procedure Reference	To be assigned by Office of Policy Coordination
Procedure Sponsor:	Chair, Okanagan College Board
Procedure Contact:	
Stakeholders:	Board, Employees and Students
Approved by:	Executive Team or Policy Sponsor
Effective Date:	
Last reviewed:	Scheduled review date:

1. Purpose

The recruitment and appointment of a President is one of the Board's most important responsibilities and as such the Board is required to establish the principles and procedures for the search and selection of the President of Okanagan College.

2. Scope and Application

2.1 These procedures apply to the Board and those employees and students who serve on the Search Committee.

3. Procedures

3.1 On the determination by the Board that a search for a new President be conducted, the Human Resources & Compensation (HRCC) Committee will:

- a) Seek individuals to serve on the President's Advisory Search Committee as outlined in the President Selection Policy and recommend members to the Board. In developing the recommendations, they will seek nominations for membership from the representative areas and seek advice on specific appointments from the Board Chair, Education Council, OC Faculty Association, BCGEU Vocational and Support Staff, OC Student Union and Vernon Student Association. In developing the recommendations, the HRCC will take into consideration representation from across the regional served by Okanagan College as well as representation from the Indigenous community.
- b) Engage the services of a professional search consultant to assist with the promotion of the position, the short listing of candidates, the conducting of reference checks and the managing of interviews.
- c) Taking into consideration current requirements, develop Procedures for the President Selection Policy.

- d) Taking into consideration current requirements, develop Terms of Reference for the Search Committee.
- 3.2 On the determination that a search for a new President be conducted the Board will:
- a) Call special meetings of the Board if required, to ensure timelines are met during the process.
 - b) Consider and approve the recommended Procedures for the President's Advisory Search Committee
 - c) Consider and approve the recommended membership of the President's Advisory Search Committee.
 - d) Consider and approve the recommended Terms of Reference for the President's Advisory Search Committee
 - e) Consider and approve
 - f) Consider the candidate(s) recommended by President's Advisory Search Committee and determine if one is suitable for appointment.
- 3.3 Once established by the Board the President Search Advisory Committee will:
- a) Solicit input from the College community (Board, campuses, staff and students) to establish the recommended skills and qualifications for the position of President.
 - b) Identify and recommended to the Board qualifications for the position of President.
 - c) Based upon the approved qualifications, establish the criteria and process to be used for interviewing and evaluating candidates;
 - d) Establish a long list of candidates for review;
 - e) Based on the long list of candidates, develop a short list of candidates to be interviewed;
 - f) Interview the short-listed candidates;
 - g) Develop a list and information package of no more than three preferred candidates that includes resumes and evaluations for the Board;
 - h) Provide any advice to the Board to support the successful selection of the President including recommending a preferred candidate.
 - i) Develop an institutional profile description for candidates;
- 3.4 If the search is deemed frustrated, by either the President's Advisory Search Committee or the Board of Governors the Board may ask the President's Advisory Search Committee if the process produced any other suitable candidate and if necessary recommend that a new search be initiated.

4. Related Acts and Regulations

College and Institute Act

5. Supporting References, Policies, Procedures and Forms

President Selection Policy

History / Revisions

Date	Action
YYYY-MM-DD	<i>New Procedure Approved by</i> :

President Search Advisory Committee Terms of Reference



Okanagan College Board of Governors

[Draft to be approved by the Board at the time a search is initiated]

A. PURPOSE

The purpose of the President Search Advisory Committee (the "Committee") is to assist the Board of Governors (the "Board") in fulfilling its responsibility to search and select the President of Okanagan College.

B. MEMBERSHIP

The membership of the Committee shall include:

- The Board Chair, or the Chair's delegate, who will serve as the Search Committee Chair;
- Three Board members selected by the Board Chair who are neither employees nor students of the College;
- A member of the Education Council;
- An employee who is a member of the Faculty Association;
- An employee who is a member of the BCGEU Vocational;
- An employee who is a member of the BCGEU Support Staff;
- A senior administrator who is a member of the Leadership Council;
- An administrative employee who is not a member of a bargaining unit or a member of Leadership Council;
- A student who is a member of the OCSU; and
- A student who is a member of the Vernon Student Association.

The Chair of the Committee may recommend to the Board that the appointment of a member, not able to actively participate in the entire candidate assessment process, be rescinded. If the replacement of a member is required prior to the beginning of the interview process an appropriate representative from the area will be appointed.

C. MEETINGS

The Committee will meet as often as necessary to carry out its responsibilities.

Committee members must attend all candidate interviews to maintain voting rights on the committee.

D. VOTING AT COMMITTEE MEETINGS

Each member of the Committee has one vote on the Committee.

E. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board including those outlined in the President Selection Policy, the Committee is responsible for carrying out the Presidential search and recruitment process to identify candidates for the position of President at Okanagan College. To fulfilling its responsibilities the Committee will:

- Solicit input from the college community to establish the criteria and process to be used to recruit and select candidates.
- Provide regular verbal updates on the process to the Board at its closed meetings.
- Recommend to the Board one or more candidates for consideration.

F. ACCOUNTABILITY

The Committee, through its Chair will provide regular updates on the process to the Board. All discussions at the committee will be held in strict confidence.

G. REVIEW

The Terms of Reference for this Committee will be reviewed by the Human Resources and Compensation Committee when the Board determines a search for a new President be conducted. The draft Terms will be provided to the Board for approval.

H. REVIEW HISTORY

Date	Review
2022-00-00	Revision approved by Board of Governors



Title	PRESIDENT SELECTION POLICY
Policy Area	Board Governance
Policy Number <i>(to be assigned by Information Services)</i>	C.2.5
See also <i>(related policies)</i>	

Effective Date of Policy:	May 30, 2019
Approval Date:	May 29, 2019
Applies to:	Board of Governors, Employees, Students or Community
Approving Body:	Board of Governors
Supersedes:	Policy Manual dated October 30, 1995 approved by the Board February 28, 1996; OC Board June 28, 2005; June 26, 2007
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Board of Governors	Secretary, Board of Governors

Policy Statement

- 1.0 The Board of Governors appoints the President of the College.
- 2.0 The Search Committee is responsible for carrying out the Presidential search and recruitment process for the purpose of recommending candidates to the Board for consideration for appointment to the position of President. The Board is responsible for making the final selection and appointment of the President.

PRESIDENT SELECTION POLICY
Policy Number C.2.5
page 2 of 2

Search Committee

- 3.0 The President Review Committee of the Board will bring to the Board for approval a list of recommended members for the Search Committee. Preparation of that list will take into consideration representation from each of the four campuses, as well as representation from the Indigenous community.
- 4.0 The President Review Committee of the Board will bring to the Board for approval the terms of reference for the Search Committee.
- 5.0 The members of the Search Committee shall include:
- (a) The Board Chair, or the Chair's delegate, who will serve as the Search Committee Chair;
 - (b) Three Board members selected by the Board Chair who are neither employees nor students of the College;
 - (c) A member of the Education Council selected by the Chair of Education Council or delegate;
 - (d) A member selected by the Faculty Association;
 - (e) A member selected by the BCGEU Vocational;
 - (f) A member selected by the BCGEU Support Staff;
 - (g) A senior administrator (Leadership Team member) selected by the President Review Committee;
 - (h) An administrative employee who is not a member of a bargaining unit or a member of Leadership Team selected by the President Review Committee; and
 - (i) One student selected by OCSU and another student selected by the Vernon Student Association.

Duties of Search Committee

- 6.0 In carrying out its duties, the Search Committee may engage the services of a Search Consultant to assist in whatever manner the Committee deems appropriate.
- 7.0 The Search Committee will carry out its work confidentially and all information related to the search and the work of the Search Committee will be kept confidential.
- 8.0 At the conclusion of the search, the Search Committee will recommend to the Board candidates for consideration.
- 9.0 After receiving the recommendation of the Search Committee the Board may instruct the President Review Committee to initiate a new search.