



# Okanagan College Board of Governors

## Open Session Meeting Agenda

December 13, 2022 at 8:30am  
Room S103B, Kelowna 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
8:30am <b>1. CALL TO ORDER</b> Inspire Moment (N. Fassina)	
<b>2. APPROVAL OF AGENDA</b> <u>Recommended Motion:</u> <b><i>"BE IT RESOLVED THAT Okanagan College Board of Governors approves the December 13, 2022 Open Session meeting agenda and thereby approves the consent agenda."</i></b> <b>2.1. Consent Agenda</b> 2.1.1. Open Session Minutes – September 27, 2022 2.1.2. Annual Policy Report	3 x-x
<b>3. DECLARATION OF CONFLICT</b> <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>	
8:40am <b>4. REPORTS</b> <b>4.1.</b> Chair Report (J. Cunningham) <b>4.2.</b> Campus Planning Committee Report (D. Rubadeau)	
8:45am <b>4.3.</b> Finance, Audit and Risk Committee Report (D. Safinuk)	

## Okanagan College Board of Governors

### Open Session Meeting Agenda

December 13, 2022 at 8:30 AM

Timing		Pages
	4.3.1. Financial Policies (C. Morcom) <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following financial policies as recommended by the Finance, Audit and Risk Committee and as presented:            • Finance Banking and Borrowing of Funds Policy            • Operational and Budget Plan Policy            • Financial Reports Policy            • Operating Budget Contingency Policy            • Unrestricted Net Assets and Internally Restricted Net Assets.”</i></b>	x-x
9:05am	<b>4.4.</b> Governance Committee Report (K. Scott)  4.4.1. Professional Development Followup (K. Scott / N. Fassina) 4.4.2. Conference Attendance Principles (K. Scott) <u>Recommended motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Conference Attendance Principles as recommended by the Governance Committee and as presented.”</i></b>	x-x
9:25am	<b>4.5.</b> President’s Report and Analysis (N. Fassina)  4.5.1. Third Quarter (Q3) Forecast	x-x x
9:35am	<b>4.6.</b> Education Council Report (D. Marques)  4.6.1. New Programs <u>Recommended Motion:</u> <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post- Diploma Certificate in Data Science as recommended by Education Council.”</i></b>  <b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post-Diploma Certificate in Video Game Development as recommended by Education Council.”</i></b>	x-x

## Okanagan College Board of Governors

### Open Session Meeting Agenda

December 13, 2022 at 8:30 AM

Timing		Pages
	<p>4.6.2. Program Revisions</p> <p><u>Recommended Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revisions for the programs as recommended by Education Council and as presented:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>English for Academic Purposes Certificate</i></b></li> <li>• <b><i>Health Science Option: Kinesiology Diploma</i></b></li> <li>• <b><i>Indigenous Community Support Worker Certificate</i></b></li> <li>• <b><i>Post-Baccalaureate Diploma in Marketing and Data Analytics</i></b></li> <li>• <b><i>Post-Baccalaureate Diploma in Health Analytics</i></b></li> <li>• <b><i>Bachelor of Computer Information Systems Degree: Database and Big Data Management.”</i></b></li> </ul>	x-x
	<p>4.6.3. English Language Proficiency Requirements</p> <p><u>Recommended Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the acceptance of Duolingo to assess applicants to all programs requiring English language proficiency as recommended by Education Council and as presented.”</i></b></p>	
	<p>4.6.4. 2023/24 Academic Schedule Variance</p> <p><u>Recommended Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023-24 Academic Schedule Variance as recommended by Education Council and as presented.”</i></b></p>	x-x
9:55am	<p><b>5. NEW BUSINESS</b></p>	
	<p><b>5.1. Annual Elections (C. Morcom)</b></p> <p>5.1.1. Chair</p> <p>5.1.2. Vice Chair</p>	x-x
	<p><b>6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA</b></p>	
10:05am	<p><b>7. ADJOURNMENT</b></p>	

**Okanagan College Board of Governors**  
**Open Session Meeting Agenda**  
December 13, 2022 at 8:30 AM

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**NEXT MEETING DATES**

<b>Tuesday, February 21, 2023</b> <i>via Zoom</i>	Finance, Audit, and Risk Committee Executive Committee <i>(tentative, if February Board meeting is required)</i>
<b>Tuesday, February 28, 2023</b> <i>Kelowna Campus</i>	Regular Open Session <i>(tentative)</i> Regular Closed Session <i>(tentative)</i>
<b>Tuesday, March 14, 2023</b> <i>via Zoom</i>	All Committees
<b>Tuesday, March 21, 2023</b> <i>Kelowna Campus</i>	Regular Open Session Regular Closed Session

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# Okanagan College Board of Governors Regular Open Session

Tuesday, September 27, 2022

Room E213, Vernon Campus

Consent Agenda # 2.1.1 - Draft Minutes for Approval December 13, 2022

### IN ATTENDANCE

#### Board Members

- Juliette Cunningham, Chair
- Andrea Alexander
- Annika Kirk (Student)
- Choi Leong (Student)
- Danny Marques, Education Council Chair
- Devin Rubadeau (Faculty)
- Dustyn Baulkham
- JoAnn Fowler
- 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
- Karley Scott
- Dale Safinuk

ACTION

### 1. CALL TO ORDER AND CHAIR’S REMARKS

Quorum was established and the meeting was called to order at 10:16a.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

Motion:  
**“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.”**

D. Baulkham  
CARRIED

#### 2.1. Consent Agenda

2.1.1. Open Session Minutes – June 22, 2022

## ACTION

## 2.2. Policy Workplan

## 2.2.1. Annual Meeting Calendar and Workplan

***“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.”***

## 2.2.2. Meeting Protocols

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Meeting Protocols as presented and as recommended by the Governance Committee.”***

## 2.2.3. Employee Discrimination, Bullying and Harassment Policy

## 3. DECLARATION OF CONFLICT

C. Leong and A. Kirk declared a conflict of interest for Agenda Items 4.3.1 and 4.3.2.

## 4. REPORTS

## 4.1. Board Chair Report

The Chair provided their report, noting the following activities in September:

- The Executive Committee reviewed the Board workplan and annual meeting calendar found in consent agenda.
- The Chair hosted the new Board members for individual meetings and orientation sessions.
- The Chair attended the Okanagan College Foundation Governance Committee meeting. It was noted that the Foundation’s Strategic Plan closely aligns with Inspire.
- The Chair had the opportunity to take in the Annual Youth Exhibition PowWow on September 23.
- The Chair attended a quarterly meeting with other BC Colleges Board Chairs.

## 4.2. Campus Planning Committee

## 4.2.1. Chair Report

The Committee Chair noted he had no additional items to report other than what he reported in the Closed session.

## ACTION

## 4.3. Finance, Audit and Risk Committee Report

## 4.3.1. Domestic Tuition

The Vice President, Employee and Corporate Services noted that government policy limits increases to domestic tuition annually.

Motion:

***“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.”***

T. Lee  
CARRIED

## 4.3.2. International Tuition

The Vice President, Employee and Corporate Services outlined the proposed increase to international tuition. It was noted that there was a two percent increase to international tuition last year. A member requested that the motion be updated to reflect the percentage increase similar to how the domestic tuition proposal was received.

Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approve an increase of 8.6 per cent to international tuition fees effective September 2023, as recommended by the Finance, Audit and Risk Committee.”***

J. Fowler  
CARRIED AS  
AMENDED

## 4.4. Governance Committee Report

The Board Chair gave the report on behalf of the Committee Chair. It was noted that the committee met on September 20 and approved the Employee Discrimination, Bullying and Harassment Policy included in the consent agenda.

The Committee had the opportunity to review the Board Policy Workplan.

Also, the Meeting Protocols approved in this meetings consent agenda were reviewed and approved.

## 4.5. President's Report and Analysis

The President presented his report from June – September 2022.

The President highlighted the Fraud, Risk survey report conducted by the new Auditor General including Administration's response to the survey. In reply to a members' question, it was noted that training is in place for the appropriate departments and that the risk of fraud is low due to internal controls in place.

The President highlighted that there are several new members of the College's Leadership Council.

## ACTION

The President noted that the Q2 Forecast which would normally come forward to the Board at this meeting was not provided as the Ministry has requested that the College provide a more detailed estimate. This will be approved by the Finance, Audit, and Risk Committee prior to submission to the Ministry.

#### 4.6. Education Council Report

##### 4.6.1. New Programs

The Chair, Education Council presented the new program: Basic Skills Certificate A - Fundamentals. It was noted that while the full program is currently offered at the Kelowna campus, the new program proposal is for a reduced format that will allow the program to be offered at the College's Penticton, Salmon Arm, and Vernon campuses.

Motion:

***"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."***

## 5. NEW BUSINESS

#### 5.1. Foundation Annual Report

The Executive Director, Okanagan College Foundation provided an overview of the Foundation's activity over the past year.

The Executive Director noted that the Foundation supports the College's mission under three categories: student support, capital projects, and program enhancements and developments.

It was noted that the Foundation's strategic plan, titled Inspiring Giving, is closely aligned with the College's strategic plan. Inspiring Giving includes a refreshed mission and vision, with a goal to raise the profile of the College and maintain donor relationships outside of capital campaigns.

The Chair thanked the Executive Director for their presentation.

#### 5.2. President Selection Policy

The Manager, Executive Office noted that the policy was updated following the recent presidential search and that the policy was separated from the procedures. The Procedures for President Selection will be reviewed and approved by the Human Resource and Compensation Committee at the time a president search is initiated.

It was noted that the President Search Advisory Committee membership is intended to ensure diversity on that committee and where applicable, members from the representative groups will be elected by their membership.



ACTION

Motion:

***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the President Selection Policy as recommended by the Executive Committee and as presented."***

*D. Rubadeau*  
CARRIED

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

**7. ADJOURNMENT**

The meeting adjourned at 11:07 a.m.

CARRIED



# BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Consent Agenda #: 2.1.2

<b>Title:</b>	Annual Policy Status Report
<b>Action Required:</b>	For Information
<b>Draft Motion/ Recommendation:</b>	<u>Not required</u>
<b>Background Information &amp; Context:</b>	
<p>In March 2022, the Board approved a new Policy and Procedure Framework for the College. The Policy and Procedure Framework Governing Policy notes that the Board will receive an annual status report on policies and procedures for the Board, Education Council, and Executive Team that have been changed.</p> <p>At its September meeting, the Board received the policy review cycle for Board policies and Administration indicated that going forward, the Board would also receive an annual report of all the policies it is responsible for.</p> <p>Starting with the December 2023 Board cycle, the annual status report on College policies and procedures will align with a more detailed report specific to all Board policies.</p>	
<b>Additional Attachments:</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Analysis:</b>	
<p>The Board approved the following policies in 2022. The corresponding procedures were presented with the policies for information however approvals of procedures were made by the OC Executive Team under the Policy and Procedure Framework except where indicated below:</p> <ul style="list-style-type: none"> <li>• Code of Conduct for Board Members (new) <ul style="list-style-type: none"> <li>○ Procedures for Disclosure by OC Board of Governors (also approved by the Board)</li> </ul> </li> <li>• Employee Discrimination Bullying and Harassment Policy (revised) <ul style="list-style-type: none"> <li>○ Procedures for Employee Complaints of Discrimination, Bullying and Harassment</li> </ul> </li> <li>• President Selection Policy (revised) <ul style="list-style-type: none"> <li><i>*Procedures to be reviewed at the time a President's search is initiated.</i></li> </ul> </li> <li>• Student Non-Academic Misconduct Policy (revised) <ul style="list-style-type: none"> <li>○ Procedures for Complaints of Student Non-Academic Misconduct</li> <li>○ Procedures for Investigations of Student Misconduct or Sexual Violence</li> </ul> </li> <li>• Sexual Violence and Misconduct Policy (revised) <ul style="list-style-type: none"> <li>○ Procedures for Complaints of Sexual Violence and Misconduct</li> </ul> </li> </ul>	

The Executive Team approved the following Administrative policies under the Policy and Procedure Framework:

- Flexible Work Policy (new)
  - Procedures for Flexible Scheduling
  - Procedures for Flexible Place
- Health and Safety Policy (revised)
 

*\*There are no procedures associated with this policy.*
- Involuntary Withdrawal and Re-Admission Policy (new)
  - Procedures for Involuntary Withdrawal and Re-Admission
- Sponsorship Policy (new)
  - Procedures for Sponsorship Approval
- Student Complaint Policy (Concerning Employee Conduct) (revised)
  - Procedures for Student Complaints or Concerns
- Student Well-being Support Policy (new)
  - Procedures for Student Well-being Support
- Smoking and Cannabis Use Policy (revised)
  - Procedures for Smoking and Cannabis Use

Education Council did not approve any Academic policies in 2022.

#### Alignment to College Integrated Planning:

**2021/22 Achievement.** The development and review of Board, Administration, and Academic policies are deliverables under the reimagined policy and procedure renewal plan.

**Responsibility of Effective and Efficient.** Regular review of policies and procedures demonstrate the College's commitment to being effective and efficient in keeping policies and procedures relevant to support College operations and remain applicable to stakeholders.

#### Risk Implication & Mitigation Steps:

**Operational.** There is an operational risk associated with outdated policies and procedures. Regular reviews ensure that College policies and procedures remain in alignment and support effective operations.

#### 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	11/25/2022
	<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.
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.



## BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 4.3.1

<b>Title:</b>	Financial Policies
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	<p><u>Recommended motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors rescind the following financial policies as recommended by the Finance, Audit and Risk Committee and as presented:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Finance Banking and Borrowing of Funds Policy</i></b></li> <li>• <b><i>Operational and Budget Plan Policy</i></b></li> <li>• <b><i>Financial Reports Policy</i></b></li> <li>• <b><i>Operating Budget Contingency Policy</i></b></li> <li>• <b><i>Unrestricted Net Assets and Internally Restricted Net Assets.”</i></b></li> </ul>
<b>Background Information &amp; Context:</b>	
<p>As part of an initiative to update all of Okanagan University College’s policies for the new Okanagan College, a number of policies, including the five listed below, were presented to the Board for approval in 2007.</p> <p>Three of the policies were taken from statements contained within the Okanagan University College (OUC) Policy Manual.</p> <ul style="list-style-type: none"> <li>• Finance Banking and Borrowing of Funds Policy</li> <li>• Operational and Budget Plan Policy</li> <li>• Financial Reports Policy</li> </ul> <p>The remaining two policies were created in 2007:</p> <ul style="list-style-type: none"> <li>• Operating Budget Contingency Policy</li> <li>• Unrestricted Net Assets and Internally Restricted Net Assets Policy</li> </ul> <p>Under the new Okanagan College Policy and Procedure Framework approved by the Board in 2022, Administration has been conducting a review of all policies to determine those that are out of date due to a change in government policy or practice and should be rescinded, and those that require updating.</p> <p>These five policies have not been revised since 2007 and were identified as being redundant, no longer required, or inconsistent with regulated practice. The Finance, Audit and Risk Committee has reviewed the policies and is recommending to the Board that they be rescinded. See details in the analysis section.</p>	
<b>Additional Attachments:</b>	
<ul style="list-style-type: none"> <li>• Finance Banking and Borrowing of Funds Policy</li> <li>• Operational and Budget Plan Policy</li> <li>• Financial Reports Policy</li> <li>• Operating Budget Contingency Policy</li> <li>• Unrestricted Net Assets and Internally Restricted Net Assets</li> </ul>	

**Analysis:**

The rationale for the recommendations to rescind each policy is outlined below.

<b>Policy recommended for rescinding</b>	<b>Board policy application</b>	<b>Rationale for recommendation to rescind</b>
Finance Banking and Borrowing of Funds Policy	The Board of Governors shall appoint a financial institution to provide banking and other financial services.	Policy now not required because: <ul style="list-style-type: none"> <li>• Short and long term borrowing is regulated under the <a href="#">College and Institute Act</a>.</li> <li>• Appointing a financial institution is the responsibility of management.</li> </ul>
Financial Reports Policy	The Board shall receive and approve the annual audited financial statements of the Okanagan College for each fiscal year ending March 31.	Policy now not required because: <ul style="list-style-type: none"> <li>• The Board's financial reporting requirements are outlined in the College and Institute Act, the <a href="#">Financial Information Act</a> and the <a href="#">Budget Transparency and Accountability Act</a>.</li> </ul>
Operational and Budget Plan Policy	The Board of Governors must ensure that a sound financial planning process is in place that will maintain the financial stability of the College.  The President shall prepare and submit to the Board of Governors for review and approval an annual Operational and Budget Plan at least once in each fiscal year. The plan shall include both Operating and Capital Budgets.	Policy now not required because: <ul style="list-style-type: none"> <li>• Budget approvals and authority are outlined in the College and Institute Act, the Financial Information Act, and the Budget Transparency and Accountability Act.</li> <li>• Administration fulfills its responsibility as part of the Integrated Resource Plan (IRP) which is approved by the Board annually.</li> </ul>
Operating Budget Contingency Policy	The operating budget contingency shall be an annual budget allocation that provides the College Executive with the ability to react within the approved budget to changed or unforeseen circumstances in institutional operations that arise in the course of a fiscal year.  On an annual basis the Executive will provide a report to the Finance Committee of the Board on how the operating contingency was used and identify whether an increase to the contingency amount is required in the next budget.	Policy now not required because: <ul style="list-style-type: none"> <li>• Budget contingencies are managed as part of Administration's recommendation to the Board during the IRP review and approval process.</li> </ul>

<p>Unrestricted Net Assets and Internally Restricted Net Assets Policy</p>	<p>The accumulation of internally restricted and unrestricted net assets in a public sector organization is not a desirable goal in and of itself. The general expectation is that Okanagan College will use its funds to provide programs and services that will benefit society.</p> <p>Board approval shall be required for any expenditure of unrestricted net assets or for the establishment of internally restricted net assets.</p>	<p>Policy now not required because:</p> <ul style="list-style-type: none"> <li>• Under government mandates the use of unrestricted and internally restricted net assets can only be approved by the Ministry of Advanced Education and Skills Training.</li> </ul>
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#### Alignment to College Integrated Planning:

**Financial Sustainability and Accountability.** The financial policies are managed through other legislation that guides the College's financial sustainability and accountability processes.

**Effective and Efficient.** Rescinding the policies supports optimization of the College's policies and procedures under the Policy and Procedure Framework.

#### Risk Implication & Mitigation Steps:

There are no risks associated with rescinding these financial policies, as the requirements noted in each policy are described under legislation. .

#### Proposed and Prepared by:

(include name and title)

Curtis Morcom, VP Employee & Corporate Services

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	11/29/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finance, Audit and Risk Committee	12/6/2022



<b>Title</b>	Finance – Banking and Borrowing of Funds
<b>Policy Area</b>	Operations - Finance
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	E.1.9
<b>See also</b> <i>(related policies)</i>	

<b>Effective Date of Policy:</b>	September 26, 2007
<b>Approval Date:</b>	September 25, 2007
<b>Applies to:</b>	Board Members, Employees, Students
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	OUC Policy Manual dated October 30, 1995 OC Board June 28, 2005
<b>Authority:</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Board of Governors	VP, Employee and Corporate Services

### **Policy Statement**

The Board of Governors shall appoint a financial institution to provide banking and other financial services. Okanagan College is committed to open and effective competition for its financial services.

### **Policy Details**

#### **Banking:**

The Board shall appoint a financial institution to provide banking and other financial services. The appointment shall be for a specific term and the institution shall be selected by a tender process in accordance with the College's Operational Guidelines.

**Finance – Banking and Borrowing of Funds**  
**Policy Number E.1.9**  
**page 2 of 2**

**Borrowing of Funds:**

1. Short Term – The Board of Governors shall authorize a line of credit annually for a specified amount with the Okanagan College’s banker to enable borrowing of funds within the fiscal year. The Chair of the Board and the Chair of the Finance and Audit Committee must be notified when the line of credit is used and a report must be prepared for the following Board meeting.
  
2. Long Term – The Board of Governors shall authorize any long term borrowing which extends beyond a fiscal year prior to seeking the lender of the funds. Such borrowing shall be in accordance with the *College and Institute Act which requires prior approval of the Ministry of Advanced Education and the Ministry of Finance.*

**Procedure:**

Okanagan College senior management will report annually to the Board of Governors on any outstanding debt.





<b>Title</b>	Operational and Budget Plan Policy
<b>Policy Area</b>	Operations - Finance
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	E.1.10
<b>See also</b> <i>(related policies)</i>	

<b>Effective Date of Policy:</b>	September 26, 2007
<b>Approval Date:</b>	September 25, 2007
<b>Applies to:</b>	Board Members, Employees
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	OUC Policy Manual dated 1995 10 30 Section 25 (2) OC Board June 28, 2005
<b>Authority:</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Board of Governors	VP, Employee and Corporate Services

### **Policy Statement**

The Board of Governors must ensure that a sound financial planning process is in place that will maintain the financial stability of the College.

### **Policy Details**

The President shall prepare and submit to the Board of Governors for review and approval an annual Operational and Budget Plan at least once in each fiscal year. The plan shall include both Operating and Capital Budgets.



<b>Title</b>	Financial Reports
<b>Policy Area</b>	Operations - Finance
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	E.1.8
<b>See also</b> <i>(related policies)</i>	

<b>Effective Date of Policy:</b>	September 26, 2007
<b>Approval Date:</b>	September 25, 2007
<b>Applies to:</b>	Board Members, Employees, Students or Community
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	OUC Policy Manual dated October 30, 1995 Approved by the Board February 28, 1996 OC Board June 28, 2005
<b>Authority:</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Board of Governors	VP, Employee and Corporate Services

### **Policy Statement**

The Board shall receive and approve the annual audited financial statements of the Okanagan College (OC) for each fiscal year ending March 31.

### **Policy Details**

The fiscal year is April 1 to March 31 as specified in the *College and Institute Act*. Statements of expenditure and revenue shall be prepared as requested by the Board.

**Procedures**

The Chair of the Board, the Chair of the Finance and Audit Committee, and the Vice President (Employee and Corporate Services) shall sign the financial statements as evidence of such approval.



<b>Title</b>	Operating Budget Contingency Policy
<b>Policy Area</b>	Operations- Finance
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	E.1.4
<b>See also</b> <i>(related policies)</i>	

<b>Effective Date of Policy:</b>	March 28, 2007
<b>Approval Date:</b>	March 27, 2007
<b>Applies to:</b>	Board of Governors, Employees
<b>Approving Body:</b>	Board of Governors
<b>Supersedes/New:</b>	New
<b>Authority</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Office of the Vice-President, Employee and Corporate Services	Vice President, Employee and Corporate Services

### Policy Statement

- 1.0 The operating budget contingency shall be an annual budget allocation that provides the College Executive with the ability to react within the approved budget to changed or unforeseen circumstances in institutional operations that arise in the course of a fiscal year.

### Policy Details

- 2.0
- a) The operating budget contingency shall be an annual budget allocation and will not accumulate and carry forward from year to year;

**Operating Budget Contingency  
Policy Number E.1.4  
page 2 of 2**

- b) The operating contingency will be part of the operating fund;
- c) Provision for this contingency will be established through the annual budget process each year starting at the current amount of \$250,000 with the ability to move the amount to 0.5% of the operating budget if it is deemed that a larger operating contingency is required in a given budget year;
- d) Allocations from this operating contingency would require the approval of the College Executive but would not require further approval from the Board of Governors.

<b>Procedures</b>
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- 3.0 Requests for use of this contingency will be forwarded to the Executive through the appropriate Vice-President on a "Request for Use of Operating Contingency " form which outlines the amount requested, the reason for the request, the person or group requesting the allocation. Each request will be approved by the Executive on a case by case basis. Because these requests will arise due to changed or unforeseen circumstances each situation will need to be addressed on its own merit.
- 4.0 This contingency will not be used for requests that could reasonably be dealt with through the annual budget process.
- 5.0 On an annual basis the Executive will provide a report to the Finance Committee of the Board on how the operating contingency was used and identify whether an increase to the contingency amount is required in the next budget.



<b>Title</b>	<b>Unrestricted Net Assets and Internally Restricted Net Assets Policy</b>
<b>Policy Area</b>	Operations - Finance
<b>Policy Number</b> <i>(to be assigned by Information Services)</i>	E.1.5
<b>See also</b> <i>(related policies)</i>	

<b>Effective Date of Policy:</b>	March 28, 2007
<b>Approval Date:</b>	March 27, 2007
<b>Applies to:</b>	Board of Governors, Employees
<b>Approving Body:</b>	The Board of Governors
<b>Supersedes/New:</b>	New
<b>Authority</b>	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

<b>Primary Office</b>	<b>Contact</b>
Office of Vice President, Employee and Corporate Services	Vice President, Employee and Corporate Services

### Policy Statement

- 1.0 The accumulation of internally restricted and unrestricted net assets in a public sector organization is not a desirable goal in and of itself. The general expectation is that Okanagan College will use its funds to provide programs and services that will benefit society.
- 2.0 However, it is prudent management to set aside a minimum level of unrestricted net assets (accumulated surplus) to be retained on an ongoing basis to offset any future excesses of expenditures over revenues. This serves to manage risk for the organization and also helps to manage cash flow levels for the organization. Board approval shall be required for any expenditure of unrestricted net assets or for the establishment of internally restricted net assets.

**Unrestricted net Assets and Internal Restricted Net Assets**  
**Policy Number E.1.5**  
**Page 2 of 2**

**Policy Details**

3.0

- a) Unrestricted net assets shall be accumulated to a minimum level of two and a half percent (2.5%) of the annual operating budget to offset any future excesses of expenditures over revenues.;
- b) If the unrestricted net assets balance exceeds the minimum level required, a plan shall be developed to reduce the balance to the appropriate level;
- c) Unrestricted net assets in excess of the minimum level can be used for one-time expenditures as follows:
  - i) To address one-time budget allocations as part of the annual budget process;
  - ii) To address an annual operating budget deficit;
  - iii) To address other one-time expenditures that are deemed necessary; and
  - iv) To establish internally restricted net assets for future requirements;
- d) Unrestricted net assets in excess of the minimum amount required may be accumulated to deal with major future requirements.

**Procedures**

- 4.0 The internally restricted and unrestricted net assets shall be determined in accordance with the Canadian Generally Accepted Accounting Principles.
- 5.0 One-time expenditures identified as part of the annual budget process will be documented and approved through the annual budget process.
- 6.0 A utilization plan will be developed for other one-time requests for the use of unrestricted net assets. The transfer of funds to and from unrestricted net assets shall require resolution by the Okanagan College Board of Governors.



## BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 4.4.2

<b>Title:</b>	Conference Attendance Principles
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	<p><u>Recommended Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Conference Attendance Principles as recommended by the Governance Committee and as presented.”</i></b></p>
<b>Background Information &amp; Context:</b>	
<p>The Governance Committee and, in turn, Board of Governors initiated a discussion regarding Board of Governors’ attendance at conferences in 2022.</p> <p>As a follow up to this discussion, the Governance Committee was tasked with creating the principles (and potentially practices) that would guide Board discussions and decisions related to Governors’ attendance at conferences in the future.</p> <p>At its September 20 meeting, Governance Committee engaged in a conversation on the principles that should be considered when deciding whether Governors’ attendance at conferences should be supported. Based on the committee’s feedback, Administration developed the attached draft Conference Attendance Principles and rubric that will guide the Governance Committee in evaluating Professional Development opportunities for the Board.</p> <p>The Principles and the attached assessment tool are recommended by the Governance Committee for the Board of Governors’ review and approval. If approved by the Board, these principles will be applied to assess professional development and conference attendance going forward.</p>	
<b>Additional Attachments:</b>	
<ul style="list-style-type: none"> <li>Professional Development Assessment Tool</li> </ul>	
<b>Analysis:</b>	
<p>Professional development, including conference attendance, advances the work of the Board by providing opportunities to develop skills that complement and address gaps in the Board’s overall knowledge and skills.</p> <p>It is a Board Members’ responsibility to seek professional development opportunities that benefit the Board, their role on the Board, or its Committees. In participating in these opportunities, members may be asked to give a report at the next Board meeting that describes the learning and benefit of the Professional Development opportunity to the Board.</p> <p>Where possible, members should participate in online and local or provincial professional development opportunities to minimize travel expenses.</p> <p>The Board office will support members in identifying potential opportunities for Board PD, completing registrations and booking any related travel.</p>	



The Board office will track annual attendance at professional development opportunities to ensure Board members are offered the opportunity to attend conferences and training on a rotating basis. Where there is significant interest in a conference or PD topic, the Board will consider if it would be to their benefit to bring the speaker in versus having a smaller contingent of the Board traveling to maximize the benefit to the Board.

In considering whether to proceed with a particular PD opportunity, the following decision-making principles should apply to each opportunity.

Opportunities will be approved by the Governance Committee, or when the Committee does not have a regular meeting scheduled before the PD opportunity, after consultation with the Governance Committee Chair and Chair of the Board.

Each PD opportunity will be assessed based on the following principles:

**Common good:** The opportunity will be assessed to identify the overall benefits to the Board and its committees while considering the following principles in priority order:

- The opportunity generally benefits the Board or its committees as a whole versus benefits to an individual member.
- The outcome or return on investment to the Board is evident. The opportunity benefits the work of the Board or its committees and factors in the knowledge development in relation to succession planning of the Board (ie. where a member is in their term).
- The opportunity supports a Member's role on the Board or Committee.

**Relevance:** The training will be assessed for its ability to develop the Board's knowledge based on the following principle:

- The opportunity is relevant to the Board's knowledge or addresses gaps in the Board's knowledge that require development.

**Advocacy:** The training opportunity provides audiences appropriate for advocacy and networking opportunities based on the following principles:

- The opportunity provides opportunities to advocate for and advance the College's mission, vision and objectives contained within its strategic plan.
- The opportunity provides opportunities to develop community partners that will help advance the work of the Board and/or the College.

**Cost:** The benefits of the opportunity are proportional to the financial resources required by the Board to support the opportunity within the following principles:

- Where there are significant travel costs, the benefit of the opportunity to the Board and the institution has been considered.
- There is budget currently available to support the opportunity.
- The opportunity is not cost prohibitive and does not exceed the conference budget.
- Where an option for online versus in-person training represents a significant reduction in costs or allows additional members to attend who may not have otherwise been able to due to limited financial resources, and where the benefits of online versus in-person have been considered, an online option may be the only option offered to members.
- The cost of the opportunity does not prevent other Board members from pursuing other training opportunities throughout the year.

### **Alignment to College Integrated Planning:**

**Community.** Evaluating conference and professional development opportunities using a standard assessment tool and principles will ensure the Board is providing relevant opportunities for advocacy.

**Sustainability. Effective and Efficient.** These principles will support the Board’s ability to ensure its development of knowledge for a well-rounded Board. It will also ensure the Board is maximizing opportunities for training and professional development and College advocacy while ensuring these opportunities are offered equitably to members, and for the overall benefit of the Board.

**Integration and focus.** The opportunities selected will support the College’s work through advocacy through community engagement, and social, economic and environmental resiliency.

### Risk Implication & Mitigation Steps:

**Operational. Financial.** Assessing these opportunities will ensure the Board is making the best use of the College’s financial resources and effectively supporting development of the Board’s knowledge in relevant areas.

### 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	11/11/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Governance Committee	12/6/2022
	<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.

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

		<b>Professional Development Opportunity Assessment Criteria</b>				
<i>The Professional Development opportunity:</i>						
<b>Common good</b> <ul style="list-style-type: none"> <li>The training has an overall benefit to the Board, it's committees.</li> <li>The training factors in Board succession planning.</li> </ul>	Comments on Assessment:	Primarily benefits the Board and its committees as whole.	Mostly benefits the Board and its committees as a whole.	Has minimal benefits the Board or its committees as a whole.	Benefits an individual members' professional development with some benefit to the Board or committees.	Benefits an individual members' professional development with no benefit to the Board or committees.
<b>Relevance</b> <ul style="list-style-type: none"> <li>Training is applicable to Board or Committee Members' work</li> <li>Training addresses gaps in the Board's knowledge</li> </ul>	Comments on Assessment:	Is relevant and evident to the Board's current work or gaps in the Board's knowledge.	Is mostly relevant to the Board's work or addressing gaps in the Board's knowledge.	Has some relevance to the Board's work and knowledge gaps.	Has minimal relevance to support the Board's work or its knowledge gaps.	The relevance to the Board's work to how it addresses knowledge gaps is not evident or apparent.

		<b>Professional Development Opportunity Assessment Criteria</b>				
		<i>The Professional Development opportunity:</i>				
<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>The benefits of the training are proportional to the cost.</li> <li>Costs are not prohibitive to other members participation in other opportunities throughout the year.</li> <li>An online option at a lower cost allows additional members to participate.</li> </ul>	Comments on Assessment:	Costs are perceived as reasonable and proportional to the benefits of the training. The costs allow any member to participate.	Costs are perceived as reasonable and mostly proportional to the benefits of the training. The cost is not prohibitive and allow several members to participate.	Costs are significant but proportional to the benefits of the training; however, there is sufficient budget to support the opportunity for multiple members.	Costs are significant but proportional to the benefits of the training; however, there is only sufficient budget for a small number of members to attend.	Costs are significant and not proportional to the benefits of the training.
<p><b>Advocacy</b></p> <ul style="list-style-type: none"> <li>The opportunity provides a setting for Board members to represent the College in a setting conducive to advocacy opportunities.</li> </ul>	Comments on Assessment:	The opportunities for advocacy are evident and clearly advance the work of the Board and institution.	The opportunities for advocacy are mostly evident, as is how they advance the work of the Board and institution.	The opportunities for advocacy are somewhat evident and may advance the work of the Board and institution.	The opportunities for advocacy hold benefits to an individual member versus the Board or institution.	The opportunities for advocacy are not evident or apparent.

# Okanagan College Board of Governors President's Report December 2022

## INTRODUCTION

My December report addresses matters that have taken place between October 2022 and December 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.

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## Part 1: Strategic Highlights and Questions

**Provincial Leadership Change:** David Eby assumed the role of Premier in BC on November 18, 2022. Premier Eby's new cabinet is scheduled to be sworn in on December 7, 2022. At the time of writing, it remains uncertain whether MLA Kang will remain as the Minister responsible for Advanced Education and Skills Training or whether a new minister will be assigned the portfolio. Regardless, it is anticipated that Okanagan College will receive a revised or new mandate letter from the Minister. What remains unclear is whether a new mandate letter would only cover the remainder of the 2022/23 fiscal year or extended into the 2023/24 year as well. Further information will be available at the March meeting of the Board.

**Wellness Centre:** Planning options for the Wellness Centre continue. It is anticipated that further details regarding options will be available at the March meeting of the Board. The College has recently received revised concept materials. Discussions continue with the City of Kelowna regarding potential partnership opportunities. The Okanagan College Foundation has begun their planning work to be ready to launch a fundraising campaign in the event of moving forward on the project.

**Student Housing:** The College has completed design and costing under a construction management methodology for the Vernon and Salmon Arm sites. Vernon is now within budget and ground works will begin in December 2022 with full construction beginning in March 2023. Salmon Arm was over budget by \$2.6M. The College has received approval from provincial treasury for an additional \$2.6M grant to make up the shortfall and continue with the build. Ground-breaking in Salmon Arm is anticipated for Spring 2023. Building foundations and site preparation in Kelowna are complete allowing the building to progress vertically. Completion is anticipated for February 2024.

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## Part 2: Operational Highlights

### 2022/23 Achievements

**Implementation of Flexible Work Policy:** The Flexible Work Policy as well as the Flex Place and Flex Schedule Procedures took effect on December 1, 2022 marking the completion of this achievement. The policy applies to all employees with limitations for operational requirements. All flexible work arrangements are voluntary.

**Baseline biannual employee engagement survey introduced:** Data collection for the biannual survey is nearly complete. Following analysis, key steps include communication of results and the development of engagement improvement strategies and activities. Overall results will be presented to the Board in March 2022.

**Foundational Plans:** Leadership Council has identified project leads, project teams, and project timelines for the development of a series of foundation plans outlined in the 2022/23 Achievement section. These plans include: (a)

Strategic Enrolment Management (SEM), (b) Learning Framework, (c) Holistic employee and student wellbeing, (d) Alumni Engagement, and (e) Applied Research. Each plan is currently on target to be completed before June 2023.

**Change leadership framework:** Two change leadership frameworks will be used by Leadership Council in developing and implementing significant change related to the Inspire Roadmap Achievements. *Anderson and Anderson (2010) Change Management* is the first. This model is very methodical and provides significant detail in terms of steps required in a change. The second, *Kotter (2012) Leading Change*, will complement because it identifies ways in which people across OC can get involved in change leadership. The next step in this achievement is the implementation of change leadership professional development sessions for Leadership Council in 2023.

**Administrative decision-making framework:** Leadership Council supported the draft decision-making framework and it is now in place for administrative decisions. This marks the completion of this achievement.

## Other Operational Highlights

**Financial Position:** As detailed in the [appendix](#) to this report, OC is anticipating a year-end negative variance of approximately \$1.27M. This represents approximately \$528K worse than budget. As noted in the appendix, primary drivers in revenue include less than anticipated domestic and international tuition as well as less than budgeted revenue for contract and ancillary services. Additional grant dollars along with lessened expenses on salaries and benefits as well as supplies and services lessen the impact of this lost revenue.

**Enterprise Risk Management Framework:** A draft of a new ERM framework that will be embedded into the Integrated Resource Planning (IRP) Process was reviewed by the Finance, Audit, and Risk (FAR) Committee during their December 6 meeting. This framework will provide a systemic mechanism to identify and mitigate risk at the College level. The framework is aligned with current ISO 31000 standards as well as BC Public Service risk management guidance for the sector. A final version of the framework will be presented to the FAR Committee and the Board of Governors during the March meeting cycle.

**Associate Director, Indigenization:** On November 21, Okanagan College welcomed Rhea Dupuis, ʔnámʔnəm, as the College's first Associate Director, Indigenization. Rhea, from the Syilx Okanagan Nation and a member of the Penticton Indian Band, has worked for over 20 years in both public and Indigenous education systems as well as with mental health and wellness organizations.

**National Truth and Reconciliation Day 2022:** [Okanagan College invited people from across the region](#) to mark the second National Day for Truth and Reconciliation in September. Several events were held across OC campuses between Sept. 22-30, including opportunities for students and staff to hear from Elders with lived experience at residential schools; a public screening of the film, *Indian Horse*; and OC's annual Youth Exhibition Powwow.

**Indigenous Leadership Intern Program:** Okanagan College has partnered with Vancouver Island University on the Indigenous Leadership Intern Program. Through this program, qualifying indigenous post-secondary graduates apply for intern positions in prominent BC companies for a two-year period at the employers' expense. The program creates a rich experience that builds personal experience, networks and knowledge for both the intern and other firm employees. By providing recent graduates with workplace skills and training beyond their classroom learning, the initiative aims to assist in building a strong foundation towards a lasting career. The initiative is further intended to create opportunities to support Indigenous interns as future community leaders in business and BC's economy, and to identify and fill the skill-gaps common to many First Nations communities.

**Industry Advisory Group:** I am currently working on developing the terms of reference and context for a president's industry advisory group. The intention of the group is to have a small set of key advisors regarding the macro and meso economic trends happening in the primary economic sectors of the region. Development is still in its early stages.

**Fundraising Campaigns:** With recent commitments and expectancies, the Okanagan College Foundation has now reached the \$5 million goal for Health Sciences campaign. Planning is now underway for the Sunflower Child Care Centre Campaign in Vernon. A Campaign Cabinet has been formed and the group is reviewing prospects ahead of a launch event in January.

## Part 3: Communication and Advocacy Highlights

**OC Enactus World Cup:** Okanagan College's Enactus Team represented Canada on the world stage in October, at the Enactus World Cup where they placed in the top four teams globally. The team has been recognized for their projects Unusually Good Food Co. and FruitSnaps, two enterprises that collect and use apples that would otherwise go to waste. Ministers Kang, Kahlon, Popham and Parliamentary Secretary Mercier extended their public congratulations and recognition to the team and faculty for their achievement and impact.

**Municipal Elections:** Communities and citizens across B.C. participated in municipal elections on Oct. 15, electing new representatives at the local level. Letters of congratulations were sent by the President to each of the 20 mayors and councils in the OC region. In the next few months, the President will meet with and/or present to councils in the communities where we have campuses and programming.

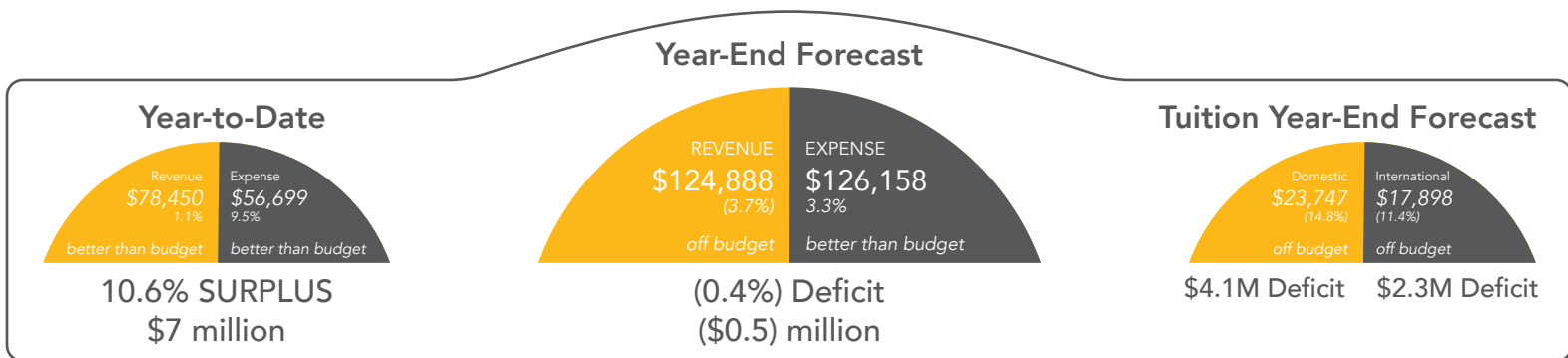
**Okanagan College Foundation:** In November, OC hosted student awards receptions in [Penticton](#) (November 15), [Vernon](#) (November 17) and Kelowna (November 22 and 23). At these ceremonies, 426 awards were distributed totaling \$459,535 to 246 students. Thank you to the Board of Governors members who were able to attend these events. Photos can be found in the hyperlinks for each event. On November 29, the Foundation hosted events on all four campuses for [Giving Tuesday](#). Proceeds of these events went to student pantries on each campus.

**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. Selected examples of recent media coverage include:

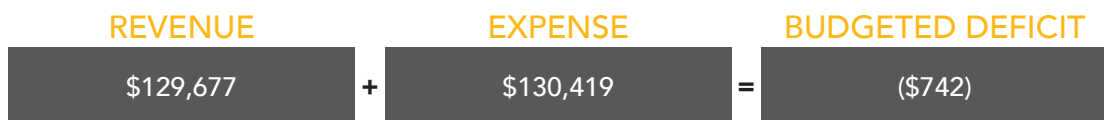
- Global News: [Open house at Okanagan College in Kelowna returns in-person](#) – Nov. 19
- Times-Colonist: [Microplastics are an Okanagan problem too](#) – Nov. 19
- Castanet: [Kelowna student wins national award for best pilot - Kelowna News](#) – Nov. 19
- InfoTel: [Okanagan College's Unusually Good Food project among best in the world](#) – Nov. 2
- Penticton Herald: [Thorpe family, friends just keep giving](#) – Oct. 27
- Vernon Morning Star: [\\$85K donation provides access to Okanagan College's Indigenous garden](#) – Oct. 23
- Castanet: [Okanagan College alum honoured with award for inclusion, democracy and reconciliation](#) – Oct. 23
- Salmon Arm Observer: [Okanagan College opens doors for prospects](#) – Oct. 19
- KelownaNow: [Dustyn Baulkham joins Board of Governors at Okanagan College](#) – Oct. 18
- Castanet: [Okanagan College improves access to training for daycare workers](#) – Oct. 10
- Castanet: [Okanagan chef wins award for culinary contributions in kitchen and classroom](#) – Oct. 6

# Okanagan College 2022-23 Financial Summary with Q2 Actuals and Q3 Forecast

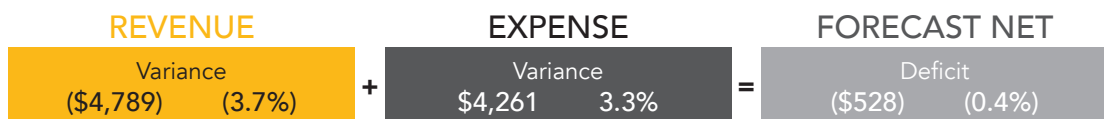
(amounts in \$000s)



## Approved Budget



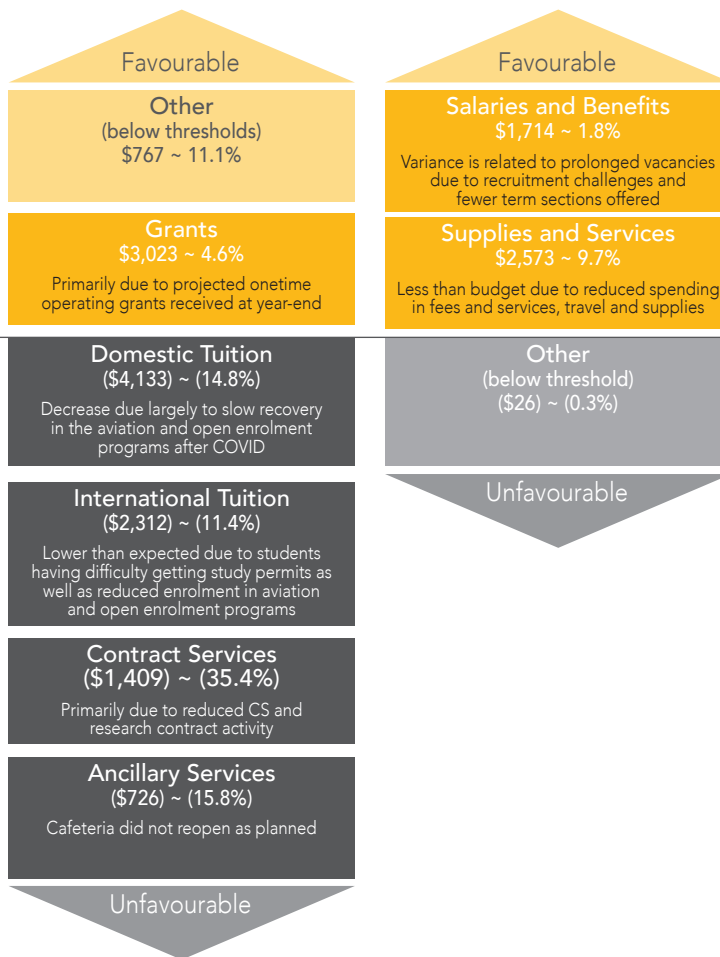
## Q3 Year End Forecast Variance to Approved Budget



Budget line items with a material variance forecast for year end are explained in detail. A material variance is \$400K and 2% of the budget line object or the components within the line item are above the \$400 K and 2% threshold.

Note: the size of boxes is for illustrative purposes only and are not to scale

LEGEND	Material	<Material
Favourable		
Unfavourable		







# BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 4.6.1

<b>Title:</b>	New Programs
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	<p><u>Recommended Motions:</u></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post- Diploma Certificate in Data Science as recommended by Education Council.”</i></p> <p><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post-Diploma Certificate in Video Game Development as recommended by Education Council.”</i></p>
<b>Background Information &amp; Context:</b>	
<p>In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of the following new programs:</p> <ul style="list-style-type: none"> <li>• Post-Diploma Certificate in Data Science</li> <li>• Post-Diploma Certificate in Video Game Development</li> </ul> <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> <p>(d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;</p> <p>(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;</p> <p>(f) evaluation of programs and educational services; and</p> <p>(n) criteria for awarding certificates, diplomas and degrees...”</p>	
<b>Additional Attachments:</b>	
<ul style="list-style-type: none"> <li>• Proposal Rationale for Post-Diploma Certificate in Data Science</li> <li>• Proposal Rationale for Post-Diploma Certificate in Video Game Development</li> </ul>	
<b>Analysis:</b>	
<p>See attached rationale for the following new programs:</p> <ul style="list-style-type: none"> <li>• Post-Diploma Certificate in Data Science program</li> <li>• Post-Diploma Certificate in Video Game Development program</li> </ul>	

### Alignment to College Integrated Planning:

**Individualized life-long learning partnerships, community and relationships.** These new programs represent OC's ability to pivot to meet the demands of the community and industry and provide prospective students with programming relevant to their needs.

### Risk Implication & Mitigation Steps:

1. Lack of participants – Mitigation: strong collaboration with community partners and across OC portfolios. Strong marketing collateral and a solid marketing plan with dedicated resources to ensure the reach of promotions to OC students and graduates, and those throughout the Okanagan Valley.
2. Instructor availability – Mitigation: collaboration with Arts and Foundational, Science and Technology, and Okanagan School of Business faculty to source subject matter experts who will be qualified to teach.
3. Content quality – Mitigation: use of subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

### Proposed and Prepared by:

(include name and title)

Danny Marques, Education Council Chair

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	12/1/2022 11/3/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council Curriculum Proposal Review Committee (Science and Technology)	11/16/2022
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Education Council Curriculum Proposal Review Committee (Science and Technology)	9/21/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	12/05/2022

## Okanagan College

Education Council Report

December 2022

### New Programs

Recommended Motions:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post-Diploma Certificate in Data Science as recommended by Education Council.”***

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program: Post-Diploma Certificate in Video Game Development as recommended by Education Council.”***

#### **Proposal Rationale: Post-Diploma Certificate in Data Science**

Graduates with a diploma or degree may receive a post-diploma certificate in Data Science by completing an additional 24 credits of Statistics and Data Science courses from a given list. This certificate will be of interest to applicants who have completed a Bachelor’s Degree or Diploma in Business Administration or Computer Information Systems, or those graduates who have completed another degree or diploma and want to add experience in Data Science.

This program is aimed at students who want to learn about data science but do not wish to complete a full two-year program. It targets students who want industry skills after graduation as well as those in the workforce looking to add to their existing skills.

The Post-Diploma Certificate in Data Science program will help fill empty seats in the Post-Baccalaureate Diploma in Marketing and Data Analytics and Post Baccalaureate Diploma Health Analytics programs and will therefore be a no-cost program.

#### **Proposal Rationale: Post-Diploma Certificate in Video Game Development**

This proposal introduces a new one-year fast-track certificate program in Video Game Design for Computer Science and Animation graduates. The certificate focuses on graduates of Computer Information Systems and Animation programs, who are already well-positioned to secure employment in the local, emerging video game industry due to their primary skillsets.

Students will build on their existing programming, animation, storytelling, and communications skills. The program will allow students to develop essential skills in the video game industry, such as asset creation, scripting, game engines, narrative, and video game portfolio design.



# BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 4.6.2

<b>Title:</b>	Program Revisions
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	<p><u>Recommended Motions:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the following program revisions as recommended by Education Council and as presented:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>English for Academic Purposes Certificate</i></b></li> <li>• <b><i>Health Science Option: Kinesiology Diploma</i></b></li> <li>• <b><i>Indigenous Community Support Worker Certificate</i></b></li> <li>• <b><i>Post-Baccalaureate Diploma in Marketing and Data Analytics</i></b></li> <li>• <b><i>Post-Baccalaureate Diploma in Health Analytics</i></b></li> <li>• <b><i>Bachelor of Computer Information Systems Degree: Database and Big Data Management</i></b></li> </ul>
<b>Background Information &amp; Context:</b>	
<p>In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of the following program revisions, approved on December 1, 2022:</p> <ul style="list-style-type: none"> <li>• English for Academic Purposes Certificate</li> <li>• Health Science Option: Kinesiology Diploma</li> <li>• Indigenous Community Support Worker Certificate</li> </ul> <p>And the following program revisions approved by Education Council on October 6, 2022:</p> <ul style="list-style-type: none"> <li>• Post-Baccalaureate Diploma in Marketing and Data Analytics</li> <li>• Post-Baccalaureate Diploma in Health Analytics</li> <li>• Bachelor of Computer Information Systems Degree: Database and Big Data Management</li> </ul> <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> <p>(e) cancellation of programs or courses offered by the institution or changes in the length of hours for courses or programs offered by the institution;</p> <p>(f) evaluation of programs and educational services; and</p> <p>(n) criteria for awarding certificates, diplomas and degrees”</p>	
<b>Additional Attachments:</b>	
<ul style="list-style-type: none"> <li>• Rationale for revision of English for Academic Purposes Certificate</li> <li>• Rationale for revision of Health Science Option: Kinesiology Diploma</li> <li>• Rationale for revision of Indigenous Community Support Worker Certificate</li> </ul>	

- Rationale for revision of Post-Baccalaureate Diploma in Marketing and Data Analytics
- Rationale for revision of Post-Baccalaureate Diploma in Health Analytics
- Rationale for revision of Bachelor of Computer Information Systems Degree: Database and Big Data Management

### Analysis:

See attached rationale for the following program revisions:

- English for Academic Purposes Certificate
- Health Science Option: Kinesiology Diploma
- Indigenous Community Support Worker Certificate
- Post-Baccalaureate Diploma in Marketing and Data Analytics
- Post-Baccalaureate Diploma in Health Analytics
- Bachelor of Computer Information Systems Degree: Database and Big Data Management

### Alignment to College Integrated Planning:

**Student's first. Individualized life-long learning partnerships.** The proposed revisions support student learning and success by updating program content to manage student workloads, maintain transfer agreements with other institutions, and to support students in developing knowledge and skills that are relevant to their program and in alignment with industry trends.

**EDISJ. Reconciliation.** Adopting a name change to the Indigenous Community Support Worker Certificate program supports inclusiveness and Indigenization at the College.

### Risk Implication & Mitigation Steps:

**Program quality.** Use of subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

**Relevance of programming.** The proposed revisions will ensure the College continues to meet the needs of students as they transfer to other institutions or enter the workforce.

### Proposed and Prepared by:

(include name and title)

Danny Marques, Education Council Chair

Consultation History:	Reviewed	Recommended	Group/Individual	Date
	☒	☒	Education Council	12/1/2022 10/06/2022
	☒	☒	Education Council Curriculum Proposal Committee – Arts & Foundational Programs	10/12/2022
	☒	☒	Education Council Curriculum Proposal Committee – Science and Technology Programs	11/16/2022 9/21/2022
	☒	☒	Education Council Curriculum Proposal Committee – Health and Social Development	10/26/2022
	☒	☒	Neil Fassina, President	12/05/2022

## Okanagan College

Education Council Report  
December 2022

### Program Revisions

#### Recommended Motions:

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

- ***English for Academic Purposes Certificate***
- ***Health Science Option: Kinesiology Diploma***
- ***Indigenous Community Support Worker Certificate***
- ***Post-Baccalaureate Diploma in Marketing and Data Analytics***
- ***Post-Baccalaureate Diploma in Health Analytics***
- ***Bachelor of Computer Information Systems Degree: Database and Big Data Management***

Education Council met on December 1, 2022 and approved the following program revisions:

- English for Academic Purposes
- Health Science Option: Kinesiology Diploma
- Indigenous Community Support Worker

Education Council met on October 6, 2022 and approved the following program revisions:

- Post-Baccalaureate Diploma in Marketing and Data Analytics
- Post-Baccalaureate Diploma in Health Analytics
- Bachelor of Computer Information Systems Degree: Database and Big Data Management

### Revision Rationale

#### English for Academic Purposes Certificate

This proposal is to change the number of academic courses (currently two) that students are permitted to take while registered in English for Academic Purposes (EAP) level 3.

The English Language Department recommends EAP level 3 students be permitted to take one academic course while working on their EAP certificate, as two additional courses creates an unrealistic workload, additional stress, and often compromises the successful completion of both EAP and academic courses.

Additionally, the number of EAP levels have been corrected to reflect the current program, which has three EAP levels instead of four.

#### Health Science Option: Kinesiology Diploma

As of September 2024, all Kinesiology students transferring to the Clinical Exercise Physiology (CEP) stream at University of British Columbia – Okanagan (UBCO) will be required to have completed Biology (BIOL) 260 (Pathophysiology for Health Sciences). Without this course, students will not be able to enter the CEP program with third year standing. To maintain our transfer agreement with UBCO, Education Council is proposing that BIOL 260 be added as an elective course for Human Kinetics (HKIN) students.

### **Indigenous Community Support Worker Certificate**

Continuing Studies and Corporate Training has been offering the Aboriginal Community Support Worker Certificate since 2017. This proposal is to change the name from Aboriginal Community Support Worker to Indigenous Community Support Worker. The word "Indigenous" better reflects the inclusiveness of all Indigenous peoples. This change also aligns with the institutional identification and direction of Indigenization activities.

There are minor changes to the program and course descriptions (replacing Aboriginal with Indigenous) and if required, some minor grammatical changes to ensure the intention of the content remains the same. There are no changes proposed to the admission or graduation requirements.

### **Post-Baccalaureate Diploma in Marketing and Data Analytics**

The proposal is to change one of the courses in the program from Introduction to Discrete Structures (MATH 251) to Discrete Structures for Data Science (DSCI 351), which is a more data science focused course.

### **Post-Baccalaureate Diploma in Health Analytics**

The proposal is to change one of the courses in the program from Introduction to Discrete Structures (MATH 251) to Discrete Structures for Data Science (DSCI 351), which is a more data science focused course.

### **Bachelor of Computer Information Systems (BCIS) Degree: Database and Big Data Management Option**

This proposal is to change the name of the program *BCIS: Database System Option* to *BCIS: Database and Big Data Management Option*. The proposed name better reflects what graduates will be doing in the industry.



## BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 4.6.3

<b>Title:</b>	English Language Proficiency Requirements
<b>Action Required:</b>	For Approval
<b>Draft Motion/ Recommendation:</b>	<p><u>Recommended Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the acceptance of Duolingo to assess applicants to all programs requiring English language proficiency as recommended by Education Council and as presented.”</i></b></p>
<b>Background Information &amp; Context:</b>	
<p>The acceptance of Duolingo for English language proficiency testing was approved by Education Council on a temporary basis starting in Spring 2020 and that approval was subsequently extended in September 2021. The current acceptance of Duolingo ends with students applying to Winter 2023 programs.</p> <p>In alignment with its advisory role to the Board, Education Council has reviewed and is recommending Board approval of Duolingo as the standard assessment for applicants to all College programs requiring English language proficiency as an entry requirement.</p> <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> <p>(m) qualifications for admission policies;</p> <p>(n) criteria for awarding certificates, diplomas and degrees...”</p>	
<b>Additional Attachments:</b>	
<ul style="list-style-type: none"> <li>• Proposal Rationale for Use of Duolingo for English Language Proficiency Assessment</li> </ul>	
<b>Analysis:</b>	
See attached rationale.	
<b>Alignment to College Integrated Planning:</b>	
<p><b><i>Students first.</i></b> Adopting Duolingo as the standard assessment tool for English language proficiency contributes to the digital student experience and learning environment.</p> <p><b><i>Effective and Efficient.</i></b> The Duolingo assessment tool allows for a more accessible means of testing and scoring English language proficiency requirements for entry to College programs.</p>	



**Risk Implication & Mitigation Steps:**

**Programming and Student Success.** The College will regularly review the language and testing requirements of Duolingo to ensure its language assessment continues to balance program entrance requirements in addition to ensuring students are able to be successful in their programs.

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

Danny Marques, Education Council Chair

<b>Consultation History:</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual</b>	<b>Date</b>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	10/6/2022
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Neil Fassina, President	12/5/2022
	<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.

## Okanagan College

Education Council Report

December 2022

### English Language Proficiency Requirements

Recommended Motion:

***“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the acceptance of Duolingo to assess applicants to programs requiring English language proficiency for admission as recommended by Education Council and as presented.”***

#### **Proposal Rationale: Acceptance of Duolingo as the English Language Proficiency Entrance Exam**

For admission to Okanagan College programs, applicants are required to demonstrate English language proficiency sufficient to meet the demands of classroom instruction and written assignments. Many applicants meet this requirement through previous secondary or post-secondary studies, such as completion of English 12 or an academic first-year English course. Applicants who do not meet this requirement normally test through an alternate equivalency test acceptable to the College.

Duolingo was first used during the early days of COVID-19 as international testing centers for language testing were closed. At that time, most BC institutions adopted Duolingo for the purposes of admission and/or registration.

Duolingo also replaced the Language Proficiency Index (LPI) test offered by Paragon Testing that was discontinued in July 2020. Since then, Duolingo has been used as an acceptable alternative to the LPI, and due to its online format and reduced cost of the testing compared to other alternatives, it remains a viable testing option for students and for the institution. On this basis, Education Council is recommending to the Board that Duolingo be used as the accepted test going forward to demonstrate English language proficiency and for preliminary English language placement.



# BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 4.6.4

<b>Title:</b>	2023/24 Academic Schedule Variance			
<b>Action Required:</b>	For Approval			
<b>Draft Motion/ Recommendation:</b>	<p><b>2023-24 Academic Schedule Variance</b></p> <p><u>Recommended Motion:</u></p> <p><b><i>“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the 2023 – 24 Academic Schedule Policy Variance as recommended by Education Council and as presented.”</i></b></p>			
<b>Background Information &amp; Context:</b>				
<p>In its advisory role to the Board, and as noted in the College and Institute Act s23(1)(h), the Education Council must seek advice from the Board on setting of the academic schedule.</p> <p>The 2023-24 academic schedule was approved by Education Council on October 6, 2022. Based on previous practice and in accordance with the College’s Academic Schedule Policy, Education Council recommends several variances to the 2023-24 academic schedules.</p>				
<b>Additional Attachments:</b>				
<ul style="list-style-type: none"> <li>• 2023-24 Academic Schedule Variance</li> </ul>				
<b>Analysis:</b>				
<p>See attached rationale and proposed variances to the 2023-24 academic schedules under the Academic Schedule Policy. The proposed schedule will allow students to meet the requirements for successful program completion.</p>				
<b>Alignment to College Integrated Planning:</b>				
<p><b><i>Student-First approach, student success and engagement.</i></b> The proposed schedules will allow students to receive the appropriate amount of instruction to meet course learning outcomes and successfully complete their programs.</p>				
<b>Risk Implication &amp; Mitigation Steps:</b>				
<p><b><i>Instruction time.</i></b> The proposed adjustments to the schedules could impact the total days for classroom learning. This Registrar has ensured that students will not suffer a decrease in instruction time due to the adjusted schedules.</p>				
<b>Proposed and Prepared by:</b> <i>(include name and title)</i>	Danny Marques, Education Council Chair			
<b>Consultation History:</b>	<b>Reviewed</b>	<b>Recommended</b>	<b>Group/Individual</b>	<b>Date</b>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Education Council	10/6/2022
	<input type="checkbox"/>	<input type="checkbox"/>	Neil Fassina, President	12/5/2022

## Okanagan College

Education Council Report  
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### 2023-24 Academic Schedule Policy Variance

***“BE IT RESOLVED THAT the Okanagan College Board of Governors endorses the 2023 – 24 Academic Schedule Policy Variance as recommended by Education Council and as presented.”***

#### Background

Following discussions, it is proposed to adjust the 2023-24 academic semester schedule, similar to the approach taken in 2022-23. This approach includes allowing for the Saturday, September 30, 2023 National Day for Truth and Reconciliation statutory holiday to be observed due to its date falling on a weekend, and delaying the start date for the Winter 2024 semester to allow additional administrative time for staff and students following the winter break. The proposed variances to each semesters’ schedule are detailed below.

#### **Fall 2023**

Applying the academic schedule policy, the Fall 2023 schedule would have the following key dates.

At this time, it is not known if the September 30 National Day of Truth and Reconciliation will be observed as a B.C. provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how September 30 will be observed when the day falls on a weekend. The schedule will include September 30 as tentative.

Description/Activity	Applying the policy	Note
Classes begin	Wed, Sep 6	
Statutory Holiday (no classes) - tentative	Fri, Sep 29 OR Mon, Oct 2	If provincially mandated. It has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend
Statutory Holiday (no classes)	Mon, Oct 9	
Statutory Holiday (no classes)	Mon, Nov 13	When Remembrance Day falls on a weekend, statutory holiday observed on the Monday
Last day of classes	Thu, Dec 7	
Final exam period	Mon, Dec 11 – Wed, Dec 20	
Grades due	Sat, Dec 23	
<i>Number of instructional days</i>	65	If Sep 30 not observed on a weekday

An issue for the Fall schedule is the number of instructional Mondays available. Instructional days are summarized below as if there is no replacement for the Saturday, September 30 statutory holiday. If the September 30 statutory holiday is to be observed on a weekday by the province, then there would be one fewer total instructional days AND if the replacement day is on Friday, September 29, then 12 instructional Fridays, OR if on Monday, October 2, then 10 instructional Mondays. If there is a choice, it is suggested that the statutory holiday be observed on the Friday instead of the Monday in 2023.

	Mon	Tue	Wed	Thu	Fri	Total
Fall 2023	11	13	14	14	13	65
Winter 2024	12	13	13	13	12	63

## Okanagan College

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#### Winter 2024

Under the policy, If the New Year statutory holiday falls on a Monday, classes will begin on the immediately following Wednesday; otherwise, classes will begin on the immediately following Monday.

In 2024, January 1 is a Monday. The proposed adjustment is to begin classes the next Monday. While the Monday start is a deviation from the policy, it allows for additional time for processing Fall grades, updating academic standing (probation or suspension), pre-requisite dropping, and other start of the semester activities to be completed before the start of classes.

Description/Activity	Applying the policy	Proposed
Classes begin	Wed, Jan 3	Mon, Jan 8
Statutory Holiday (no classes)	Mon, Feb 19	Mon, Feb 19
Statutory Holiday (no classes)	Fri, Mar 29 & Mon, Apr 1	Fri, Mar 29 & Mon, Apr 1
Last day of classes	Tue, Apr 9	Fri, Apr 12
Final exam period	Fri, Apr 12 – Mon, Apr 22	Tue, Apr 16 – Thu, Apr 25
Grades due	Thu, Apr 25	Mon, Apr 29
Number of instructional days	63	63

#### Summer 2024

If the Winter 2024 adjustment is approved, Summer sessions would begin one week later:

Description/Activity	Applying the policy	Proposed
Session I Classes begin	Mon, May 6	Mon, May 13
Statutory Holiday (no classes)	Mon, May 20	Mon, May 20
Session I Last day of classes	Fri, Jun 14	Fri, Jun 21
Session I Grades due	Fri, Jun 21	Fri, Jun 28
Description/Activity	Applying the policy	Proposed
Session II Classes begin	Tue, Jul 2	Mon, Jul 8
Statutory Holiday (no classes)	Mon, Aug 5	Mon, Aug 5
Session II Last day of classes	Tue, Aug 13	Mon, Aug 16
Session II Grades due	Mon, Aug 19	Fri, Aug 23

# Okanagan College

Education Council Report  
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## Complete 2023-24 Academic Schedule

<b><u>Fall 2023</u></b>	
Mon, Sep 4	Statutory Holiday (no classes)
Tue, Sep 5	College-wide orientation day for academic programs
Wed, Sep 6	Classes begin
Fri, Sep 15	Last day to register for a course this term
Fri, Sep 15	Last day to receive a refund of tuition fees for course drop
Fri, Sep 15	Last day to drop a course without a withdrawal being recorded on the student's record
Fri, Sep 15	Last day to change course registration status from audit to credit
<i>Fri, Sep 29</i> OR <i>Mon, Oct 2</i>	<i>Statutory Holiday (no classes) - if needed; if the BC government recognizes the National Day for Truth and Reconciliation (Sep 30) as an observed statutory holiday if falls on a weekend</i>
Mon, Oct 9	Statutory Holiday (no classes)
Sat, Oct 21 - Mon, Oct 23	Midterm exam period (distance education courses only)
Fri, Oct 27	Last day to withdraw from a course without academic penalty
Fri, Oct 27	Last day to change registration status from credit to audit
Mon, Nov 13	Statutory Holiday (no classes)
Thu, Dec 7	Last day of regularly scheduled classes
Mon, Dec 11 - Wed, Dec 20	Final exam period
Sat, Dec 23	Last day to submit final grades

<b><u>Winter 2024</u></b>	
Mon, Jan 8	Classes begin
Fri, Jan 19	Last day to register for a course this term
Fri, Jan 19	Last day to receive a refund of tuition fees for course drop
Fri, Jan 19	Last day to drop a course without a withdrawal being recorded on the student's record
Fri, Jan 19	Last day to change course registration status from audit to credit
Mon, Feb 19	Statutory Holiday (no classes)
Tue, Feb 20 - Fri, Feb 23	Mid-semester study break (no classes, Saturday classes will be held)
TBD	Midterm exam period (distance education courses only)
Fri, Mar 8	Last day to withdraw from a course without academic penalty
Fri, Mar 8	Last day to change registration status from credit to audit
Fri, Mar 29 & Mon, Apr 1	Statutory Holiday (no classes)
Fri, Apr 12	Last day of regularly scheduled classes

## Okanagan College

### Education Council Report December 2022

<b><u>Winter 2024</u></b>	
Tue, Apr 16 - Thu, Apr 25	Final exam period
Mon, Apr 29	Last day to submit final grades
Mon, Apr 22 - Fri, May 3 (TBC)	End-of-term course(s) for Mechanical Engineering Technology Diploma
Tue, Apr 23 - Fri, May 3 (TBC)	End-of-term course for Water Engineering Technology Diploma Year 1
Wed, Apr 24 - Tue, May 8 (TBC)	End-of-term course(s) for Infrastructure and Computing Technology Diploma Year 1
Wed, Apr 24 - Tue, May 8 (TBC)	End-of-term course(s) for Electronic Engineering Technology Diploma Year 1

<b><u>Summer 2024</u></b>	
Mon, May 6	Classes begin for distance education courses
Mon, May 13	Classes begin for Session I courses
Fri, May 17	Last day to register for a Session I course
Fri, May 17	Last day to receive a refund of tuition fees for Session I course drop
Fri, May 17	Last day to drop a Session I course without a withdrawal being recorded on the student's record
Fri, May 17	Last day to change Session I course registration status from audit to credit
Fri, May 17	Last day to register for a distance education course
Fri, May 17	Last day to receive a refund of tuition fees for course drop (distance education course)
Mon, May 20	Statutory holiday (no classes)
Wed, May 29	Last day to withdraw from a Session I course without academic penalty
Wed, May 29	Last day to change registration status for a Session I course from credit to audit
Fri, Jun 21	Last day of regularly scheduled classes for Session I
Sat, Jun 22 - Mon, Jun 24	Midterm exam period (distance education courses)
Tue, Jun 25 - Wed, Jun 26	Final exam period for Session I
Fri, Jun 28	Last day to submit final grades Session I
Fri, Jun 28	Last day to withdraw from a distance education course without academic penalty
Fri, Jun 28	Last day to change course registration status from audit to credit (distance education course)
Mon, Jul 1	Statutory holiday (no classes)
Mon, Jul 8	Classes begin Session II
Fri, Jul 12	Last day to register for a Session II course
Fri, Jul 12	Last day to receive a refund of tuition fees for a Session II course drop

## Okanagan College

### Education Council Report

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<b><u>Summer 2024</u></b>	
Fri, Jul 12	Last day to drop a Session II course without a withdrawal being recorded on the student's record
Fri, Jul 12	Last day to change Session II course registration status from audit to credit
Fri, Aug 2	Last day to withdraw from a Session II course without academic penalty
Fri, Aug 2	Last day to change registration status for Session II from credit to audit
Mon, Aug 5	Statutory holiday (no classes)
TBD	Final exam period (distance education courses)
Fri, Aug 16	Last day of regularly scheduled classes for Session II
Tue, Aug 20 - Wed, Aug 21	Final exam period for Session II
Fri, Aug 23	Last day to submit final grades Session II





## BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 5.1

<b>Title:</b>	Annual Election of Chair and Vice Chair
<b>Action Required:</b>	For Information
<b>Draft Motion/ Recommendation:</b>	<u>Not required</u>
<b>Background Information &amp; Context:</b>	
<p>Elections for the Board Chair and Vice Chair are normally held annually during the last meeting of the calendar year.</p> <p>The Chair and Vice Chair are elected for a one-year term and may serve up to three consecutive terms provided they remain under a government appointment by Order in Council.</p> <p>The election process is governed by the Board Bylaws and in the absence of a rule or procedure, the process defers to Robert's Rules of Order. <a href="#">Board Bylaws section 9.1</a> outlines the rules for the election of Chair and Vice Chair as follows:</p> <ul style="list-style-type: none"> <li>• The Chair and the Vice Chair will be elected by the Board from those Members who are appointed by the Lieutenant Governor in Council annually.</li> <li>• Any Member may nominate an appointed Member to these positions of the Board.</li> <li>• Members serving as Chair and Vice Chair can stand for reappointment for up to a maximum of three consecutive years, or until the end of their current appointment during which they were elected, whichever is lesser.</li> <li>• The election of the Chair and Vice Chair requires the affirmative votes of a majority of voting Members present at a Board meeting in which a quorum is present. In the event no candidate obtains the necessary majority on the first ballot, the two candidates with the highest number of votes will be eligible for the second ballot.</li> <li>• The elections will be conducted by secret ballot.</li> <li>• In the event of a tie vote, the tie will be broken by drawing lots.</li> <li>• If only one candidate is nominated, and that nominee is willing to serve, then that nominee will be elected without conducting a vote.</li> <li>• If there is a vacancy in the office of the Chair or the Vice Chair, an election to fill that vacancy will be held during the Open Session of the next meeting of the Board.</li> </ul> <p><a href="#">Board Bylaws section 8.8</a> describes the voting rules at meetings as follows:</p> <ul style="list-style-type: none"> <li>• At all meetings of the Board all questions will be decided, and all resolutions will be passed, by the votes of a majority of voting Members present at a meeting at which a quorum is present except where specified in the Bylaws.</li> <li>• Each Member present, except the President and Chair of Education Council, will be entitled to one vote on the Board. Voting by proxy is not permitted.</li> </ul>	

**Additional Attachments:**

- None

**Analysis:**

Elections for Chair and Vice Chair are governed under the Board's Bylaws and election procedures are conducted based on Robert's Rules of Order. The election of Chair and Vice Chair is described in Bylaw section 9.1.

Based on Robert's Rules of Order, the following procedures are used in elections of Chair and Vice Chair of the Board as follows:

1. The Vice President, Corporate Services chairs the meeting during elections.
2. The VP Corporate Services calls for nominations for Chair and continues such calls until three successive calls produce no further nominations - at that point the VP Corporate Services declares nominations closed.
3. Nominations require only a mover, not a seconder. The VP Corporate Services asks nominees if they are prepared to stand and accepts nominations only where the reply is affirmative.
4. Voting, if necessary, is by secret ballot, tallied by officers appointed by the VP Corporate Services. Note that elections require a majority of the votes cast and where no majority is obtained a run-off election is held between the two candidates with the greatest number of votes.
5. In the event of a tie during the runoff, the VP Corporate Services will toss a coin and break the tie in secret (witnessed by the Vice President's assistant). The result of the election will be announced. No indication of the fact that there was a tie will be announced.
6. After the election, the VP Corporate Services asks if ballots can be destroyed.
7. The vote itself is not announced.
8. Following the election of Chair, the VP Corporate Services repeats the process for the position of Vice Chair.

**Alignment to College Integrated Planning:**

**Responsibilities and Commitments.** Annual Elections of the Chair and Vice Chair will ensure that College continues to align with its mission, vision and values under effective Board leadership.

**Risk Implication & Mitigation Steps:**

**Operational.** Elections are conducted to ensure continued leadership and oversight of the Board of Governors and the College.

**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	11/15/2022
	<input type="checkbox"/>	<input type="checkbox"/>		Select a date.