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Timing	Pages
11:20am    7.    ADJOURNMENT	

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NEXT MEETING DATES

Tuesday, June 14, 2022 Virtual	Executive Committee
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Okanagan College Board of Governors  
Regular Open Session

Tuesday, March 22, 2022  
S103B Executive Office Boardroom Kelowna Campus

Draft Minutes for Approval May 24, 2022

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IN ATTENDANCE

Board Members

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

Ex-Officio (non-voting members)

- Neil Fassina, President



ACTION



ACTION

D. Rubadeau  
CARRIED

Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the 2022-23 program schedules as recommended by Education Council and as presented:

- Adult Special Education
- Adult Upgrading
- Certified Dental Assistant
- Early Childhood Education
- English Languages
- Health Care Assistant Certificate
- Human Service Work Diploma
- Office Administration
- Pharmacy Technician Certificate
- Practical Nursing Diploma
- Therapist Assistant Diploma”

4.3. President’s Report and Analysis

The President highlighted his report provided in the agenda package.

The President also noted that the Equity, Diversity, Inclusion and Social Justice initiative is moving forward and that the Board is invited to provide feedback on the Board’s equity statement.

The President asked Board members to extend thanks to the government where the opportunity arises regarding the funding received for student housing which will be breaking ground this year.

4.4. Finance, Audit and Risk Review Committee Report

4.4.1. Chair Report

ACTION

#### 4.4.3. Forgiveness of Foundation Receivable

The VP, E&CS noted that the College pays for campaign expenses up front so that all donations go to the campaigns instead of administrative costs.

Motion:

“BE IT RESOLVED THAT the Board of Governors forgive the receivable to the Okanagan College Foundation for actual capital campaign expenses up to \$125,000 as recommended by the Finance, Audit and Risk Review Committee.”

C. Leong  
CARRIED

#### 4.4.4. Integrated Resource Plan (IRP) Budget 2022/23

The VP, E&CS noted that the Finance Committee met with a Advanced Education Ministry representative to discuss the budget. It was noted that while the current deficit in the proposed IRP is lower than anticipated, we are still in a deficit position. The President outlined the strategy used to develop the IRP and indicated that Administration worked hard to reduce the deficit and that each proposed priority initiative was consistent with the Inspire plan.

The President also noted that students were invited to provide a list of priorities in December for 2022/23 or future years as appropriate. Their initiatives have been incorporated in the plan.

The VP, E&CS noted that we prepared only 15 (out of 52 -3.565 0 Td(T)1.2(hc 0012C ET/P AMCID 49 BDC 57M



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6. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

7. ADJOURNMENT

The meeting adjourned at 12:26pm.

ACTION

CARRIED



May 24, 2022  
Consent Agenda #: 2.1.3









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**British Columbia Fe**

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Remit fees to: Remit fees to: British Columbia Federation of Students, #207-245 Columbia Street,  
New West Minster, British Columbia, V3L 3W4

If the Student Union  
increase fees, cha  
that it has obtained  
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The Student Union  
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Student Union Exe.

## NOTICE TO BOARD OF GOVERNORS TO COLLECT STUDENT SOCIETY FEES

Pursuant to the College and Institute Act, if the Student Society has met its obligations the Board of Governors must direct 2 N D Q D J D Q & R O W I R F R O O H F W V W X G H Q W t h e R F L H W \ I H H Student Union, or on behalf of a provincial or national student organization as the case may be, and remit the fees to the Student Union or the provincial or national student organization as may be agreed by the Board and the Student Union.

The Student Union must complete this form and submit it to the Board Secretary no later than March 15, 2022 in order for OC to collect the fees for the academic year 2022/2023. Any costs or expenses incurred by OC due to late notice will be the responsibility of the Student Union. OC may deduct these expenses from the fees collected.

Student Association Name 9 H U Q R Q 6 W X G H Q W e O n a n s i a n C o l l e g e W L R Q

With this Notice the Student Union requests that the Board direct OC to collect the following fees for the academic year 2022/2023.

All Registered Students:

[REDACTED]

# President's Report

to the

## Okanagan College Board of Governors

### May 2022

#### INTRODUCTION

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

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#### PART 1: STRATEGIC HIGHLIGHTS AND QUESTIONS

**Strategic Plan Launch** Following the launch of the Inspire plan, Administration's focus has turned to ensuring that plans are in place to deliver on the series of achievements outlined in the roadmap. Leadership Councils and short form descriptions for each achievement. Assignment of responsible and accountable portfolios for each achievement are nearing completion. Planning continues toward mechanisms to leverage the new plan in public appearances.

**Minister visit** Minister Kang visited Okanagan College (Kelowna Campus) on April 21, 2022. Juliette and I were able to engage the Minister and her Chief of Staff on a series of issues and opportunities facing Okanagan College. The visit was productive and supported the relationship between the College and the Minister's office for open and robust conversation in support of both the College and Advanced Education and Skills Training.

Board s



As part of this initiative, the College has created a team of EDISJ Ambassadors. This group of 50+ people collectively and through subgroups are working toward interweaving elements of EDISJ throughout the College.

2022/23 Achievement - EDISJ cultural implementation plan and timeline. Although not formally part of the EDISJ cultural plan, the OC Library Services team has created a Brave Space Ant. This initiative has created a seven point "agreement" for library staff to ensure that OC's library spaces are safe, welcoming, and equitable, as a

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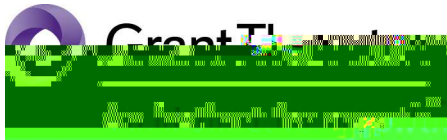
PART 3: COMMUNICATION AND ADVOCACY HIGHLIGHTS

Health Sciences Center (HSC) Industry Awards of Excellence. The College HSC project was recently nominated and won for best project in the Institutional category at the 2022 Southern Interior Construction Association (SICA), Industry Awards of Excellence. The HSC was nominated along with two UBCO's p04 0L UBCre p04 0o8n15ri31.9(ec)

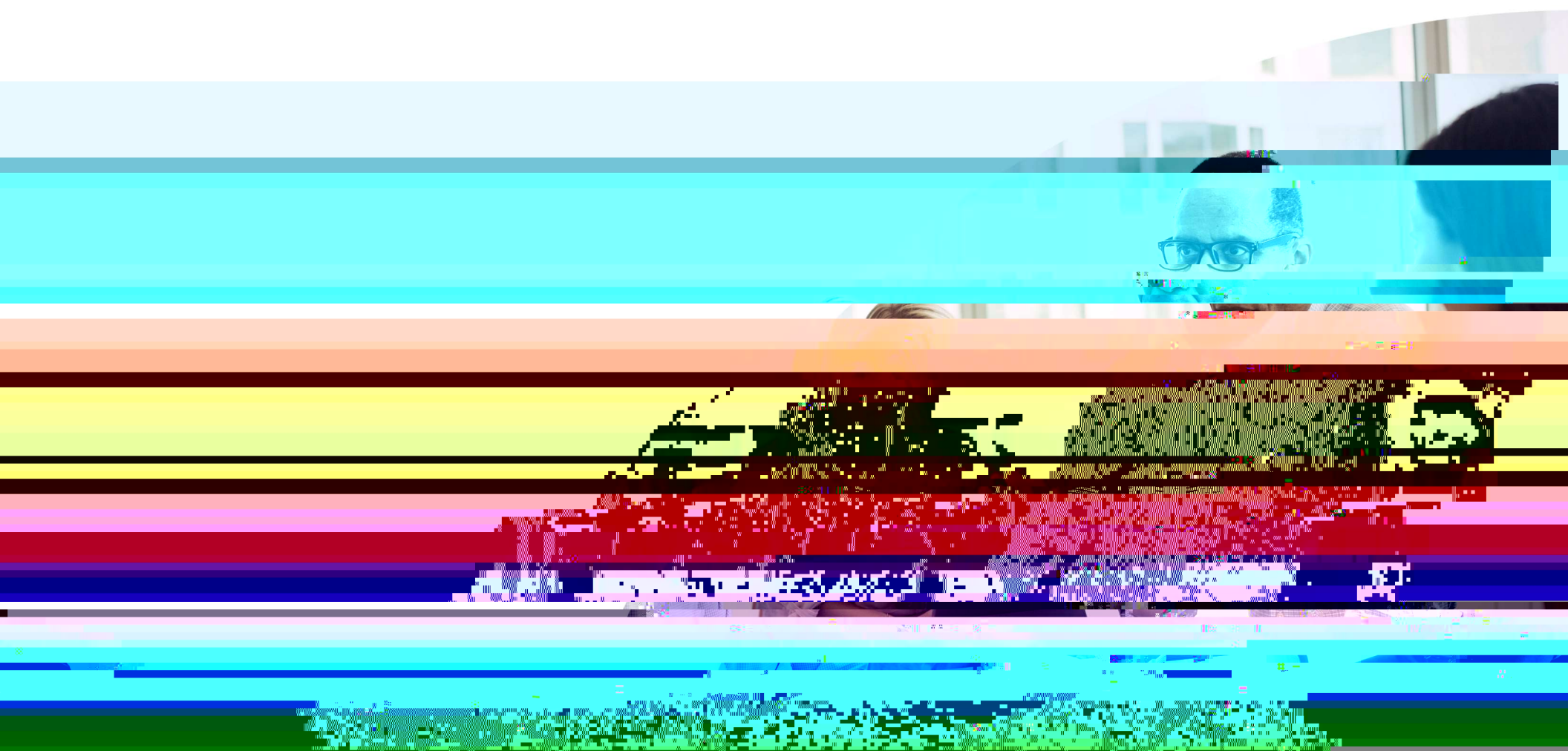








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OKANAGAN COLLEGE  
STATEMENT OF FINANCIAL POSITION  
AS AT MARCH 31, 2022

	March 31 2022	March 31 2021
<b>Financial assets</b>		
Cash and cash equivalents	\$ 27,765,101	\$ 23,110,829
Investments (note 2)	11,673,385	12,040,095
Accounts receivable (note 3)	2,104,030	1,661,673
Inventory for resale (note 4)	456,045	750,452
	<u>41,998,561</u>	<u>37,563,049</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (note 5)	14,139,917	11,655,305
Long term debt (note 7)	2,742,946	2,856,305
Deferred revenues (note 8)	16,289,211	12,872,520
Employee future benefit obligations (note 9)	11,891,000	11,891,000
Deferred contributions for tangible capital assets (note 10)	120,602,809	119,013,623
	<u>165,665,883</u>	<u>158,288,753</u>
Net debt	<u>(123,667,322)</u>	<u>(120,725,704)</u>
<b>Non-financial assets</b>		
Prepaid expenses	658,952	601,068
Tangible capital assets (note 6)	148,925,572	146,708,737
	<u>149,584,524</u>	<u>147,309,805</u>
Accumulated surplus (note 11)	\$ 25,917,202	\$ 26,584,101
<b>Accumulated surplus is comprised of:</b>		
Accumulated surplus	\$ 23,727,689	\$ 24,216,280
Accumulated remeasurement gains	2,189,513	2,367,821
	<u>\$ 25,917,202</u>	<u>\$ 26,584,101</u>
Commitments and contingencies (note 13)		

Approved on behalf of the Board:

\_\_\_\_\_  
Chair, Board of Governors

\_\_\_\_\_  
President

OKANAGAN COLLEGE  
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS  
FOR THE YEAR ENDED MARCH 31, 2022

	Budget 2022	2022	2021
<b>Revenue</b>			
Government grants	\$ 67,441,405	\$ 67,176,108	\$ 64,321,331
Tuition and other fees	43,657,563	38,779,742	40,388,896
Ancillary service sales	3,444,027	3,419,727	2,316,463
Contract services	1,778,180	2,266,791	1,424,673
Other administration fees and sundry	569,448	907,147	1,047,557
Investment income	450,000	899,985	685,348
Amortization of deferred contributions for tangible capital assets	5,738,602	5,763,437	5,667,963
	<u>123,070,225</u>	<u>119,212,937</u>	<u>115,852,231</u>
<b>Expense (note 15)</b>			
Instruction and academic support	60,344,226	68,187,813	64,354,654
Facility and institutional support	24,043,002	21,828,962	22,495,896
Enrolment management and student support	19,170,400	17,831,115	17,785,699
Ancillary operations	3,302,524	3,502,492	3,017,673
Amortization of tangible capital assets	8,142,063	8,211,719	8,045,274
Interest on long term debt	139,427	139,427	139,427
	<u>125,712,000</u>	<u>119,701,528</u>	<u>115,838,623</u>
Annual (deficit) surplus	(2,632,775)	(488,591)	13,608
Accumulated surplus, beginning of year	24,216,280	24,216,280	24,202,672
Accumulated surplus, end of year	<u>\$ 21,583,505</u>	<u>\$ 23,727,689</u>	<u>\$ 24,216,280</u>

STATEMENT

	2022	2021
Accumulated remeasurement gains, beginning of year	\$ 2,367,821	\$ 753,532
U(a)4(Mnr)46(e)3.....753,532		



	Budget 2022	2022	2021
Annual (deficit) surplus	(2,632,775)		

	2022	2021
Net cash inflow (outflow) related to the following activities		
Operating activities		
Annual (deficit) surplus	\$ (488,591)	\$ 13,608
Adjust for non-cash items:		
Realized gain on disposal of investments	(381,084)	(190,021)
Actuarial adjustment on long term debt	79,526	(8,367)
	(5,763,437)	(5,667,963)
Amortization of tangible capital assets	8,211,719	8,045,274
	1,658,133	2,192,531
Changes in non-cash working capital		
Accounts receivable	(442,357)	1,379,094
Prepaid expenses	(57,884)	1,307
Inventory for resale	294,407	85,172
Accounts payable and accrued liabilities	2,484,612	(2,357,774)
Deferred revenues	3,416,691	502,496
Employee future benefit obligations	-	91,200
	7,353,602	1,894,026
Capital activities		
Acquisition of tangible capital assets	(10,428,554)	(11,046,879)
Investing activities		
Purchase of investments	(358,013)	(1,183,862)
Proceeds from disposal of investments		

OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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Okanagan College (the College) was designated by Order in Council on November 26, 2004, and began operations July 1, 2005. The College operates under the authority of the College and Institute Act of British Columbia. The College is a not-for-profit entity and is exempt from income tax under Section 149 of the Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of accounting

These financial statements are the responsibility and have been prepared by management in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards (PSAS) except regarding the accounting for government transfers as set out below.

In September 2010, the Province of British Columbia Treasury Board ("Treasury Board") provided directive through Government Organization Accounting Standards Regulation 257/2010 requiring ~~public~~ tax supported organizations in the Schools, Universities, Colleges and Hospitals sector to adopt Canadian public sector accounting standards of the Chartered Professional Accountants of Canada (CPA Canada) without not-for-profit provisions in their first fiscal year commencing on or after January 1, 2012. In March 2011, the Public Sector Accounting Board released a new Section PS 3410 Government Transfers. In November 2011, the Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the College before or after this regulation was in effect. The Treasury Board direction on the accounting treatment of restricted contributions is as described in Note 1(d).

Section 23.1 of the Budget Transparency and Accountability Act and its related regulations require the College to recognize government transfers for tangible capital assets into revenue on the same basis as the related amortization expense. As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require these transfers to be fully recognized as revenue in the year received. If these amounts were recognized as revenue in the year received, the financial statements of the College would be adjusted as follows:

- x Year ended March 31, 2021 increase in revenue and annual surplus \$203,714.
- x March 31, 2021 increase in accumulated surplus and decrease in deferred contributions and 11(s)-1.6
- x March 31, 2021 –



OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Revenue recognition(continued)

Restricted donations and grants are reported as revenue depending on the nature of the restrictions placed on the use of the fundby the contributors as follows:

- I. Contributions for the purpose of acquiring or developing a depreciable tangible capitalbase  
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OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) Employee future benefits (continued)

Sick leave benefits and retirement severance benefits are also available to the College's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected average remaining service life of the employees.

(j) Asset retirement obligations

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OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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6. TANGIBLE CAPITAL ASSETS (continued)

As at March 31, 2022			[REDACTED]			
	Land and site improvements	Buildings	[REDACTED]	Computer equipment	Assets under construction	2022 Total
Cost			[REDACTED]			

OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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7. LONG TERM DEBT

	<u>2022</u>	<u>2021</u>
Province of British Columbia Centre for Learning \$4,162,000 bond, 3.35%, unsecured, sinking fund contributions at \$192,885 annually plus semi-annual interest of \$69,714, due June 9, 2029. Debt is reported as a liability of sinking fund. The sinking fund balance in 2022 is \$1,419,054 and in 2021 - \$1,305,695.	\$ 2,742,946	\$ 2,856,305

(a) Sinking fund installments and retirement provisions \$775,180



OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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9. EMPLOYEE FUTURE BENEFITS (continued)

(b) Employee future benefit obligations (continued)

Retirement benefit payments represent the College's share of the cost to provide employees with various



OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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13.







OKANAGAN COLLEGE  
Notes to the Financial Statements  
Year Ended March 31, 2022

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17. FAIR VALUE OF FINANCIAL INSTRUMENTS

Canadian public sector accounting standards define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

x Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities

x

# BOARD OF GOVERNORS BRIEFING NOTE

May 24, 2022  
Agenda #: 4.3

Title:	Line of Credit
Action Required:	For Approval
Draft Motion/ Recommendation	<u>Recommended Motion</u> "BE IT RESOLVED THAT the Okanagan College Board of Governors approval of a short-term line of credit with TD Canada Trust in the amount of \$2.5million as recommended by the Finance, Audit and Risk Review Committee"
Background Information & Context:	

# BOARD OF GOVERNORS BRIEFING NOTE

May 24, 2022  
Agenda #: 4.6.1

Title:	New Programs
Action Required:	For Approval
Draft Motion/ Recommendation	

Additional Attachments:

- x Proposal Rationale for Access to Practical Nursing Diploma
- x Proposal Rationale for Sustainable Building Technology Threeyear Option
- x Proposal Rationale for Operations Management programs, including:
  - o Post-Baccalaureate Certificate in Operations Management
  - o Post-Baccalaureate Diploma in Operations Management
  - o Bachelor of Business Administration: Concentration Operations Management

Analysis:

Education Council  
Report on New Programs  
May 24, 2022

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Recommended Motions:





# BOARD OF GOVERNORS BRIEFING NOTE

May 24, 2022  
Agenda #: 4.6.2

Title:	Program Revisions
Action Required:	For Approval

Recommended Motion:

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

- x Basic Skills CertificateA
- x Basic Skills CertificateB
- x Advo 16B3.6(o)-n 00.3(l Td [(-)2( )-2(A)8( )]TJ E.174 ca)7. re f64(4om)4.92-3.6(o)-n

Draft Motion/  
Recommendation



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:

- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
- (f) evaluation of programs and educational services; and
- (n) criteria for awarding certificates, diplomas and degrees”

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Education Council  
 Report on Proposed Program Revisions  
 May 24, 2022

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Education Council met on May 5, 2022 and approved the following program revisions:

- x Basic Skills CertificateA
- x Basic Skills CertificateB
- x Advanced Skills Certificate
- x Bachelor of Computer Information Systems Degree
- x Culinary Arts Certificate
- x Culinary Management Diploma
- x Medical Administrative Assistant Certificate
- x Legal Administrative Assistant Certificate

Education Council met on April 7, 2022 and approved the following program revisions:

- x Water Engineering Technology Diploma
- x Business Administration Diploma
- x Post-Baccalaureate Certificate in Human Resources Management
- x Post-Baccalaureate Diploma in Human Resources Management

## Rationale for Program Revisions

### Basic Skills CertificateA

The proposed changes are for graduation requirements and cleaning up language in other areas. Adult Special Education instructors agree that we do not require students to retake courses multiple times. The majority of students do not want to repeat courses; some students have chosen not to graduate rather than take courses multiple times.

Changing the graduation requirements to allow students to select only three required courses versus the six courses previously required gives students more choice and flexibility in completing their program.

### Basic Skills Certificate - B

The proposed changes are for graduation requirements and cleaning up language in other areas. Adult Special Education instructors agree that we do not require students to retake courses multiple times. The majority of students do not want to repeat courses; some students have chosen not to graduate rather than take courses multiple times.

Changing the graduation requirements to allow students to select only three required courses versus six courses previously required gives students more choice and flexibility in completing their program.

# Advanced Skills Certificate

## Medical Administrative Assistant Certificate

We propose to remove the entrance requirements of testing for the following courses: Keyboarding, Word Processing, and Computer Essentials. The College will build a course to provide the skills that will allow students to enter directly from high school.

## Legal Administrative Assistant Certificate

We are proposing to remove the entrance requirements of testing for Keyboarding, Word Processing, and Computer Essentials. The College will incorporate the skills learned in each of these courses into an existing College course to allow students to come in directly from high school.

The online Legal Administrative Assistant program was an adoption of the BC Campus consortium program. The online program is now mirroring the Legal Secretary (LS) program offered in the classroom. Hours have been added to the program to allow students to engage in more applied learning.

## Water Engineering Technology (WET) Diploma

Water/Wastewater Treatment

# Business Administration Diploma

- the requirement for Business Administration Diploma students to have a laptop will start with incoming students in 2022. The demand will grow year to year and allows for more solutions for power to be implemented over time.
- it is anticipated that just as we are able to specify the needs of classes to have specialized rooms such as computer labs, there may be specific rooms that are dedicated to courses requiring the continuous use of computers
- this initiative could reduce the burden on specific computer labs by allowing some courses which use the labs simply for accessing the internet to instead be directed to any classroom with a suitable power supply
- the institution may need to create additional student guidance and policy around how/if it supports personal learning devices. We understand that the requirement to have a personal learning device such as a laptop could increase the requests for support from students. Currently a significant number of our students have their own devices, so we anticipate that a review of current policy may show that implementing this entrance requirement for students will work moving forward.

## PostBaccalaureate Certificate in Human Resources Management (HRM)

The PostBaccalaureate Certificate in HRM is a credential that is recognized by the accrediting body, Chartered Professionals in Human Resources (CPHR) BC & Yukon. Students in this program are recognized to have gained specific knowledge and skills that allow them to fast track the process for gaining their CPHR designation.

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### Admission Requirements:

The existing admission requirements are that the program is only open to non-business degree holders. We are proposing that admission requirements be revised to the Post Baccalaureate Diploma in Human Resources for entry to the program.

# BOARD OF GOVERNORS BRIEFING NOTE

May 24, 2022



## ***Pen-ultimate Statement***

### *Okanagan College Statement on Equity, Diversity, Inclusion, and Social Justice.*

Okanagan College's Board of Governors recognizes that a strategic focus on equity, diversity, inclusion, and social justice is essential to the well-being of the college and all its members.

Our mission is to transform lives and communities. We are committed to imbuing the principles of equity, diversity, inclusion, and social justice into every corner of the College and thus into every possible aspect of how we can fulfill that mission.

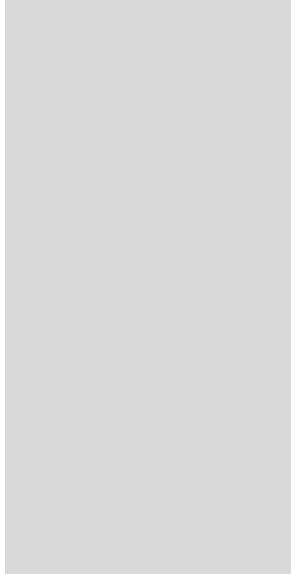
We are committed to educating ourselves on what and how we can do better by being vulnerable and through our continuous commitment to learn, unlearn, and re-learn. We are persistent in planning how we can build up

# BOARD OF GOVERNORS BRIEFING NOTE

May 24, 2022

Agenda #.2

Title:	Review Committee Terms of Reference
Action Required:	For Approval





# Terms of Reference

## Executive Committee



## **PURPOSE**

The purpose of the Executive Committee (the “Committee”) is to review and advance the work of the Board of Governors (the “Board”) and the Board’s committees. In doing so, the Committee will act on behalf of and with the full authority of the Board on matters that require immediate attention.

## **MEMBERSHIP**

The membership of the Committee shall include:

x

## **ACCOUNTABILITY**

The Executive Committee will report its discussions to the Closed meetings of the Board by maintaining minutes of its meetings and providing a verbal report at the next Closed meeting of the Board.

## **REVIEW**

The Terms of Reference for the Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Board for approval.

## **REVIEW HISTORY**

<b>Date</b>	<b>Review</b>
2022-00-00	Revision approved by Board of Governors



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

#### IV. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will perform the following:

~~The Committee has the duty and responsibility to:~~

Recommend to the Board for approval an ~~Prepare the~~ annual schedule of Board meetings ~~to be approved by the Board.~~

~~Prepare~~ Approve the agendas for the Board meetings.

As necessary, address and report to the Board on matters not assigned to other Board committees.

Act on behalf of the Board in situations that require immediate action or ~~attention~~ attention, and where it is not possible to convene the whole Board. The Committee Chair will report on such actions to the next ~~in-mmit40.16 4614(,)-1( )]ct~~







## **PURPOSE**

The purpose of the Finance, Audit, and Risk Committee (the “Committee”) is to assist the Board of Governors (the “Board”) in fulfilling its obligations and responsibilities relating to financial, audit, and risk oversight. These include, but are not limited to:

- x The appropriateness and validity of any material assumptions and estimates used in the preparation of resource plans.
- x The annual operating and capital resource plan ensuring consistency with the College's plans, goals, and policies.

ii) Financial Reporting

- x Ensure the Board receives on a timely basis meaningful financial information regarding the College's quarterly financial statements, budget variance reports, and up -to-date forecasts required to make decisions.
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TERMS OF REFERENCE FOR THE  
OKANAGAN COLLEGE BOARD OF GOVERNORS  
FINANCE , AUDIT AND RISK REVIEW COMMITTEE

Date approved/revised: September 26, 2006/January 30, 2007 /Schedule revised  
July 2007 /September 30, 2008 / March 29,  
2011 / November 29, 2016

Resources: ~~Vice President, Employee and Corporate Services ; Director  
of Financial Services ; Comptrollers ; Director, Facilities and  
Business Services; Secretary, Board of Governors~~

Approved by: Board of Governors

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I. PURPOSE

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The Chair of the Committee will be appointed by the Board Chair from the members appointed via an Order in Council. Ideally, the Chair will have either a professional financial designation (e.g. CPA, CFA) or significant experience in the financial industry.

III. EXTERNAL AUDITOR

The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of the Board.

IV. COMPOSITION AND OPERATIONS MEETINGS

~~A. In addition to the Board Chair and President as ex-officio members of the Committee, the Committee shall be composed of no fewer than three Board members.~~

~~B. The Board, on the recommendation of the Board Chair, appoints the Committee members.~~

~~C. Committee members shall be financially literate<sup>4</sup> and at least one member shall have accounting or related financial expertise.~~

~~D.~~

~~E. The Committee shall meet with the external audito 0.315 0 Td [(an)0.7(t)-1.3(r)-3Tp</MCID 21 >>BD-3.7(e)-0.8~~

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Review and make recommendations to the Board for approval in respect of:

Any changes in tuition fees and other assessed fees in consideration of any regulation set forth by the Government of BC related to student fees.

The appropriateness and validity of any material assumptions and estimates used in the preparation of resource plans.

The annual operating and capital resource plan ensuring consistency with the College's plans, goals, and policies.





- ii) recommend the annual operating budget and the annual capital budget for approval by the Board; and
- iii)

# Terms of Reference

## **PURPOSE**

The purpose of the Campus Planning Committee (the “Committee”) is to assist the Board of Governors (the “Board”) in fulfilling its responsibility for the oversight of long- range campus development. This includes, but is not limited to, reviewing and recommending to the Board for approval, master plans for its campuses, major capital projects, long-term maintenance of facilities, and land development.

## **MEMBERSHIP**

The membership of the Committee shall include:

- x A minimum of three to a maximum of five members selected from appointed or elected Board members. Appointed Board Members should form the majority of the Committee’s membership.
- x Board Chair (*ex officio*)
- x President (*ex officio*)

The Chair of the Committee will be appointed by the Chair of the Board from the Committee membership.

## **MEETINGS**

The Committee shall meet at least four (4) times each year. Additional meetings may be held as deemed necessary.



TERMS OF REFERENCE  
OKANAGAN COLLEGE BOARD OF GOVERNORS  
CAMPUS PLANNING COMMITTEE

Date approved/revised: September 26, 2006/February 15, 2008 /November  
2010 / November 29, 2016

Resources: ~~VP, Employee and Corporate Services ; Director, Facilities  
and Business Services~~

Approved by: Board of Governors

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I. PURPOSE

The purpose of the Campus

#### IV. VOTING AT COMMITTEE MEETINGS

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

#### ~~##~~ V. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will perform the following:

~~The Committee has the duty and responsibility to:~~

Recommend to the Board approval of long-range plans for the development of physical assets and infrastructure.

Review the capital planning processes, specific project scope, long-term maintenance plans, ~~and land acquisitions~~ and land disposal

Review and recommend for approval to the Board, where appropriate, the construction and/or renovation of major capital projects.

Notify the Board of any concerns arising from its review of ongoing status reports on new capital projects.

Recommend to the ~~Board~~ Finance, Audit and Risk Committee approval of land and real estate transactions including acquisition or sale, and licenses to use, leases, and commitments of real property, facilities or resources of the College in consultation with the Finance, Audit, and Risk Committee.

#### ~~##~~ VI. ACCOUNTABILITY

The Committee will report its discussions to the Board by maintaining minutes of its meetings and providing a ~~non-oral~~ verbal report at the next Board meeting.

#### VII. REVIEW

The Terms of Reference for this Committee will be reviewed by the Committee annually at least once every three years and changes will be forwarded to the Board for approval. by the Committee.









TERMS OF REFERENCE FOR THE  
OKANAGAN COLLEGE BOARD OF GOVERNORS

- A. ~~In addition to the Board Chair and President as ex-officio members of the Committee, the Committee shall be composed of not fewer than three Board members and none of these three shall be employees of the College.~~
- B. ~~The Committee shall meet at least two times each year. Additional meetings may be held as deemed necessary by the Committee Chair, or as requested by the majority of Committee members.~~

#### IV. MEETINGS

The Committee shall meet at least four (4) times per year. Additional meetings may be held as necessary.

#### V. VOTING AT COMMITTEE MEETINGS

Each member of the Committee

and executive leadership team and provide recommendations to the Board on succession planning strategies

Review major changes in the management organizational structure as proposed by the President.

Collective Bargaining Review with the President the organizational structure of the College Leadership Team and succession planning strategies and issues. Report annually to the Board highlights regarding organizi. ÁV @Š ÖP ÁL á2br#P`„2c pb dú65 Y á L5#\* F06 0€ \ àz Ö> 7F Cd „ò34• .0

~~retention, performance with respect to major human resource policies and human resource matters that relate to the College's Strategic Plan.~~

Review, and recommend for approval to the Board, ~~any new or revised human resources related policies that require approval by the Board as presented to the Committee by the President and report to the Board as required.~~

#### IV. ACCOUNTABILITY

The Committee shall report its discussions to the ~~in-camera~~closed meetings of the Board by maintaining minutes of its meetings and providing an ~~oral~~verbal report at the next ~~in-camera~~closed meeting of the Board.

#### V. REVIEW

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Board for approval. ~~annually by the Committee.~~