Okanagan College Board of Governors

Timing		Pages
	4.6.2. Program Revisions Recommended Motion: “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: • 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.”	x-x
	4.6.3. 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 all programs requiring English language proficiency as recommended by Education Council and as presented.”	
	4.6.4. 2023/24 Academic Schedule Variance Recommended Motion: “BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2023-24 Academic Schedule Variance as recommended by	x-x

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 1

	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.

	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.	
<u>Motion:</u> “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.

ACTION

The President noted that the Q2 Forecast which would normally come forward to the Board at

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.

BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022
Consent Agenda #: 2.1.2

Title:	Annual Policy Status Report
Action Required:	For Information
Draft Motion/ Recommendation:	Not required
Background Information & Context:	

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.

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.

Starting with the December 2023 Board cycle, the annual status report on College policies and procedures will align with a more detailed report

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

- Flexible Work Policy ~ v Á •
    - o Procedures for Flexible Scheduling
    - o Procedures for Flexible Place
- Health and Safety Policy (revised)
  **There are no procedures associated with this policy.*
- Involuntary Withdrawal and Re-Admission Policy ~ v Á •
    - o Procedures for Involuntary Withdrawal and Re-Admission
- Sponsorship Policy (new)

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BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 43.1

Title:	Financial Policies
Action Required:	For Approval
Draft Motion/ Recommendation:	<u>Recommended motion</u>:

Analysis:

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

Policy recommended for rescinding	Board policy application	Rationale for recommendation to rescind
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: x Short and long term borrowing is regulated under the College and Institute Act. x Appointing a financial institution is the responsibility of management.
Financial Reports Policy	The Board shall receive and approve	

Unrestricted Net Assets and Internally Restricted Net Assets Policy	The accumulation (o)-6.6 (n)2.2 a

Title	Finance ± Banking and Borrowing of Funds
Policy Area	Operations - Finance
Policy Number (to be assigned by Information Services)	E.1.9
See also (related policies)	

Effective Date of Policy:	September 26, 2007
Approval Date:	Septembe r 25, 2007
Applies to:	Board Membe9 517T /TT1 9.d(25, 200)E

Title	Operational and Budget Plan Policy

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

Effective Date of Policy:	September 26, 2007

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 .

Title	

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.

Procedures

3.0 Requests for use of this contingency will be forwarded to the Executive through the appropriate Vice-3UHVLGHQW RQ D ³5HTXHVW IRU 8VH RI 2SHUDWLQJ 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.

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)

BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #: 4.2

Title:	Conference Attendance Principles
Action Required:	For Approval

The Board office will track annual

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

		Professional Development Opportunity Assessment Criteria				
		The Professional Development opportunity:				
Common good x The training has an overall benefit to the Board, it's committees x The training factors in Board succession planning.	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

		Professional Development Opportunity Assessment Criteria
		The Professional Development opportunity:

Cost

- Thebenefits of the training are proportional to the cost.
- Costs are not prohibitive to other members participation in other opportunities throughout the year.
- An online option at a lower cost allows additional

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Okanagan College Board of Governors President's Report

December 2022

INTRODUCTION

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.

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

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

Year-End Forecast

Year-to-Date

Revenue
$78,450
1.1%
better than budget

Expense
$56,699
9.5%
better than budget

10.6% SURPLUS
$7 million

Year-End Forecast

REVENUE
$124,888
(3.7%)
off budget

EXPENSE
$126,158
3.3%
better than budget

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($0.5) million

Tuition Year-End Forecast

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$23,747
(14.8%)
off budget

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$17,898
(11.4%)
off budget

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Approved Budget

REVENUE		EXPENSE		BUDGETED DEFICIT
$129,677	+	$130,419	=	($742)

Q3 Year End Forecast Variance to Approved Budget

REVENUE		EXPENSE		FORECAST NET
Variance ($4,789) (3.7%)	+	Variance $4,261 3.3%	=	i w V ˆ Ì ($528) (0.4%)

Revenue

Favourable

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$767 ~ 11.1%

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$3,023 ~ 4.6%
Primarily due to projected onetime operating grants received at year-end

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($4,133) ~ (14.8%)
Decrease due largely to slow recovery in the aviation and open enrolment programs after COVID

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($2,312) ~ (11.4%)
Lower than expected due to students J C X K P I   F K H, E W N V [I G V V K
well as reduced enrolment in aviation and open enrolment programs

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($1,409) ~ (35.4%)
Primarily due to reduced CS and research contract activity

Ancillary Services
($726) ~ (15.8%)
Cafeteria did not reopen as planned

Unfavourable

Expense

Favourable

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$1,714 ~ 1.8%
Variance is related to prolonged vacancies due to recruitment challenges and fewer term sections offered

Supplies and Services
$2,573 ~ 9.7%
Less than budget due to reduced spending in fees and services, travel and supplies

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($26) ~ (0.3%)

Unfavourable

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		

Title

Alignment to College Integrated Planning:

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

BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022

Agenda #4.6.2

Title:	Program Revisions
Action Required:	For Approval
Draft Motion/ Recommendation:	Recommended Motions: “BE IT RESOLVED THAT the Okanagan College Board of Go8 (E)3.9 (236 u.2 (R)2.7 sar60 following program r8 m(8 (v)604.2i)1 (Td)T0cio(236 u.Td)T0c<-s r8 m(8 (c)3.9 (o)10.3 (m)4

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

Analysis:

See attached rationale for the following program revisions:

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

Alignment to College Integrated Planning:

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.

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

Title:	English Language Proficiency Requirements
Action Required:	For Approval
Draft Motion/ Recommendation:	Recommended Motion: "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."

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

Consultation History:	Reviewed	Recommended	Group/Individual	Date
			Education Council	10/6/2022
			Neil Fassina, President	12/5/2022
	•	•		Select a date
	•	•		Select a date
	•	•		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 preliminary English language placement

Okanagan College

Education Council Report

December 2022

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 th.7 (2)-24 academic semest.7 (o)r sch.7 (o)dul.7 (o), similar to the approach taken in 22 -23. This appoach includ.7 (o)s allow th.7 14 ( )]TJ -0.001 Tc 0.001 Tw [(S)1.5 (e)-3 (u)2.3 (l)-2.1 (y)-4 September 30, 2023 National Day for Truth and date for the 7 (to.7 14 (se)-12.9 (t)-8.8 (l)]TJ the inter semester to allow

Fall 2023

Aplying the acemic scedule polic, j p.7 (t)-3 (h)2.3 (e)-3 (F)1.5 (all j p.7 (s)64.9 (EM8 (s)64.9 (3)6 ( )]TJ -0.004 Tc 0.

Okanagan College
Education Council Report
December 2022

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 polic

Okanagan College

Education Council Report

December 2022

Summer 2024	
Fri, Jul 12	Last day to drop a Session II course without a withdrawal being recorded 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

BOARD OF GOVERNORS – BRIEFING NOTE

December 13, 2022
Agenda #: 5.1

Title:	Annual Election of Chair and Vice Chair
Action Required:	For Information
Draft Motion/ Recommendation:	Not required
Background Information & Context:	

Elections for the Board Chair and Vice Chair are normally held annually during the last meeting of the calendar year.

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.

The election process is governed by the Board Bylaws and in the absence of a rule or procedure, the process [redacted] hair and Vice Chair as follows:

[redacted] 2.3 (o)-2 (e)-

Additional Attachments:
x 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