Board of Governors
Meeting Overview

WEDNESDAY

Board of Governors
Open Session Meeting Agenda

Wednesday, May 29, 2019
11:15am - 12pm
S103B, Okanagan College, Kelowna Campus

	Related Pages	Time
1. APPROVAL OF AGENDA Recommended Motion:		

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Recommended Motion:

“BE IT RESOLVED THAT the Okanagan College Board of Governors approv

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Date of the next regular Board meeting: June 25, 2019 - Vernon Campus (E102/103)

Board of Governors
Open Meeting Minutes

Tuesday, March 26, 2019
Okanagan College Penticton Campus

Board Members Present

- x Chris Derickson (Chair)
- x Gloria Morgan (Vice Chair)
- x Shelley Cook
- x Juliette Cunningham
- x Blake Edwards
- x Jim Hamilton (President)
- x Tina Lee
- x Raghav Mahajan
- x Bob McGowan
- x Chris Newitt
- x Devin Rubadeau
- x Shakti Singh

Regrets

- x Charity Gerbrandt
- x David Porteous
- x Allan Coyle, Director, Public Affairs

Other Staff

- x Curtis Morcom, Vice President, Employee & Corporate Services
- x Andrew Hay, Vice President, Education (teleconference for items 7-7.5)
- x Charlotte Kushner, Vice President, Students
- x Linda Le Gallee, Board Secretary

Board Observers

- x Sharon Mansiere, OCFA
- x Valerie Tuhkala, BCGEU (Support)
- x Shantelle Bishop, Student Representative (South Okanagan)
- x Jill Panton, Administrative Association

Guests

- x Joanna Campbell
- x Juliana Buitenhuis

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1. APPROVAL OF AGENDA

J. Cunningham/
B. Edwards
CARRIED

Motion:

"BE IT RESOLVED THAT the March 26, 2019, OC Board open session meeting agenda is approved".

2. OATH OF OFFICE

The Oath of Office was read aloud and signed by member R. Mahajan.
The meeting adjourned at 9:00 a.m.
The meeting reconvened at 10:56 a.m.

3. DECLARATION OF C10.2(N)0 g(N)0 g(N)0 g(/LBody <</MCID 25 >>BI

risk; sustainable/holistic approach; and environmental trends (fact based decision making).

The Okanagan College Faculty Association stated they would like to see the budget earlier and would like to play a bigger role in developing it. It was requested that they have input into the process in as early as September every year. The President noted that this would be a departure to what the unions are mandated to do but administration will look at this and discuss it.

Motion:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the 2019/20 capital budget of $22,072,000 subject to receipt of funding as recommended by the Finance, Audit and Risk Review Committee."

All Motions

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the program revision Post Baccalaureate Diploma n Marketing as recommended by Education Council and as presented.”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Recreational Vehicle Service Technician Foundation recommended by Education Council and as presented.”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Carpenter Foundation recommended by Education Council and as presented.”

“BE IT RESOLVED THAT the Okanagan College Board of Governors approves the new program Carpenter and Joiner Foundation recommended by Education Council and as presented.”

	ACTION
3. NEW BUSINESS/RESOLUTIONS	
3.1 Education Council – C. Newitt	
The Post-Baccalaureate Diploma in Marketing and Data Analytics is a new program for those students who have completed a degree.	
The Post-Secondary Institution Proposal System (PSIPS) posting process has now been completed and no comments were received.	
At the permission of the department, the programs allows students to be admitted to the program with a degree other than the traditional Business and Science degrees. They must meet the requirement of 20 completed courses.	
Motion:	
"BE IT RESOLVED THAT the Okanagan College Board of Governors approves program Post-Baccalaureate Diploma in Marketing and Data Analytics as recommended by Education Council and as presented."	B. Edwards/ S. Cook CARRIED

4. VERBAL REPORTS

4.1 Board Chair Report – C. Derickson

On May 1st, the College will be hosting a program completion event for the first graduating class of the Computer Animation Diploma Program. Board members are welcome to attend.

4.2

President's Report
to the
Okanagan College Board of Governors

May 2019

Learner Readiness and Success

- On April 9th, I hosted the Student Ambassador's Dinner for 166 students and their mentors. The

Education Council – Report to the Board

May 29, 2019

Education Council met on May 20, 2019 and approved 8 new courses, 30 course revisions, 1 new program, 1 program revision, 1 Memorandum of Understanding, and 1 Dual Credit Agreement.

PROGRAM REVISIONS
Commercial Aviation Diploma

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the program revision Commercial Aviation Diploma as recommended by Education Council and as presented."

Program revision:

- x

theory and exams. The academic portion of the program is completed at Okanagan College and consists of eight 3-credit courses taken as part of this program.

The Commercial Aviation program is made available through a cooperative partnership between Okanagan College and the Southern Interior Flight Centre (1993) Ltd. The academic portion offered by Okanagan College is subject to normal Okanagan College regulations and tuition fees. The aviation and flight training portion is offered by Southern Interior Flight Centre and is not subject to Okanagan College control and regulations, although all tuition fees for academic courses and flight training are paid to Okanagan College. Okanagan College will maintain records of the student's flight training achievements as provided by Southern Interior Flight Centre on the official Okanagan College transcript.

Fees (subject to change): Students with an approved Canadian Private Pilot's Licence can expect to pay approximately $59,000 for tuition and flight training fees. Students without an approved Canadian Private Pilot's Licence can expect to pay an additional fee. Tuition fees for the flying portion are dependent upon the number of hours required to complete the flying and training requirements. These hours will vary according to the skill level of individual students. Please note that students who book an aircraft, simulator or instructor are responsible for related charges and cancellation penalties will apply. Fuel costs will be reimbursed to students at the Kelowna fuel rate set by Southern Interior Flight Centre. Costs above this rate are the student's

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AVIA 113 Meteorology I
AVIA 114 Flight and Aircraft Systems I
AVIA 115 Flight Lab I

Semester 2

AVIA 122 Navigation and Air Regulations II

AVIA 124 Flight and Aircraft Systems II
AVIA 125 Flight Lab II

Semester 3

	** 24 credits of academic courses must be completed as part of this program; substitute courses may be approved as appropriate.

* Aviation courses must be taken in a prescribed order and must be taken in concurrent blocks, see course descriptions for details.
** 24 credits of academic courses must be completed as part of this program; substitute courses may be approved as appropriate.

Implementation date: September 2019
Cost: N/A

New Programs

Commercial Helicopter Pilot Certificate

Recommended Motion:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new Commercial Helicopter Pilot Certificate program as recommended by Education Council and as presented."

Rationale:
Commercial operators are looking for pilots who can, in time, assume leadership positions within their organizations. The demand for pilots is shared by both the airplane and helicopter sectors. Having established a leadership position in aviation skills development with both the Commercial Aviation Diploma (CAD) and the Aircraft Maintenance Engineer (AME) License, the College has chosen to round out the Aviation educational programs with the addition of a Commercial Helicopter Pilot Certificate (CHPC).

The CHPC will complement the objectives of the Commercial Aviation program, allowing students from both airplane and helicopter courses to share many of the ground school courses available while preparing helicopter pilots for the unique challenges of operating helicopters in Canada and throughout the world. Many helicopter pilots will see their career advance towards operational management. The opportunity to engage in a whole range of educational activities, not just in the cockpit but within the classroom, will help graduates enter their careers more confidently. Those pilots who choose a college program will be better equipped with both business skills and aviation training to advance more readily tdg sfor

commercial helicopter pilots. Students will complete the program with the skills to take the Transport Canada Commercial Helicopter Pilots written and flight tests.

Okanagan College continues to incorporate business development skills with aviation course so students can advance their professionalism and work ethic within future career positions. By blending commercial helicopter pilot training skills with the Okanagan School of Business, graduates will enter the industry with more advanced education than that of a general pilot. This certificate will require two full semesters over one year with a total of 40 credits.

Graduates that successfully complete the Transport Canada written and in flight exams and accumulate a minimum of 100 hours of flight time, will be ready for employment as commercial helicopter pilots.

Admission requirements:

- B.C. secondary school graduation (or its equivalent), or mature student status.
- English 12 with minimum 60% or alternatives.
- Students graduating from secondary school in or prior to 2010: Principles of Mathematics 11, or an equivalent Advanced Level Adult Basic Education mathematics course; or a minimum grade of 70% in Introductory Mathematics 11; or a minimum grade of 60% in Applications of Mathematics 11.
- Students entering Grade 10 in or after 2010 and/or completing the new mathematics curriculum: A minimum of 60% in one of Pre-calculus Grade 11, Foundations of Mathematics Grade 11, or Apprenticeship and Workplace Mathematics Grade 11, Workplace Mathematics 11, or the equivalent Advanc(nt)1q(nc)13(q)4(n)17(a)44(m)l(o)8((dv)
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HELI 110 Pilot Skills Lab I
AVIA 112 Navigation and Air Regulations I
AVIA 113 Meteorology I
AVIA 114 Flight and Aircraft Systems I
SEMESTER 2
AVIA 122 Navigation and Air Regulations II
AVIA 123 Meteorology II
AVIA 124 Flight and Aircraft Systems II
HELI 120 Pilot Skills Lab II
HELI 130 Pilot Skills Lab III
AVIA 226 Human Factors
AVIA 227 Aviation Skills

Required Academic Courses**:
BUAD 111 Financial Accounting I
BUAD 116 Marketing
BUAD 123 Management Principles
BUAD 201 Conflict Resolution and Negotiation
BUAD 251 Personal Financial Planning
BUAD 262 Organizational Behaviour
CMNS 112 Professional Writing I
MATH 114 Business Mathematics

*Aviation and Helicopter courses must be taken in the prescribed order and must be tak concurrent blocks each semester as listed above. Semester 2 must be taken immediately after Semester 1. Students unable to meet this requirement must withdraw from the program.
** 12 credits of academic courses must be completed as part of this program; substitute courses may be approved as appropriate.

Implementation date: September 2019
Cost: N/A

Memorandum of Understanding
Okanagan College and Jamk University of Applied Sciences

Recommended Motion:
“BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Memorandum of

cooperate and work together, on a reciprocal and non-for-profit basis, towards the shared goal of internationalization of higher education.

Goals

This Memorandum of Understanding (MOU) sets out the terms and understanding between OC and JAMK to develop and promote a Dual Degree program (“DDP”) at a bachelor level between the undergraduate degree programmes of the Institutions which will award a Bachelor of Business Administration in International Business focus and Bachelor of International Business (“IB”) to those students from each Institution who enroll and complete the DDP.

This MOU is being signed to evidence the Institutions' non-binding intentions and acknowledge that no legally binding obligations arise between them as a result of the signing of this MOU. Only those obligations as provided in a separate written agreement that the Institutions may enter into in the future will be binding on the Institutions.

Benefits

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This agreement benefits students by:

- Providing dual credit towards secondary graduation and post-secondary training;
- Providing reserved seats in the designated Okanagan College programs;
- Minimizing time and cost required to complete post-secondary programs; and
- Increasing students' knowledge of post-secondary training.

Terms of agreement

I. Program Admission:

- Okanagan College agrees to admit and register School District approved Grade 12 students, and graduated grade 12 students who have not yet turned 19 years of age ("Other SD22 Student(s)") (collectively SD22 Student(s)) into its Early Childhood Education Certificate program scheduled during the Okanagan College 2019-2020 academic year.
- Okanagan College will hold reserved seats for SD22 Students for the 2019 Fall term in the Early Childhood Education Certificate program June 15, 2019 of the same year. There will be a total of two (2) reserved seat for the program.
- SD22 Students approved by the School District to enroll in this program will complete an Okanagan College application form.
- The parties agree that they will protect SD22 Student information in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and will obtain such consents as are necessary to carry out their respective obligations in accordance with this agreement.
- SD22 Students will be required to meet all Okanagan College admission requirements for the program as stated in the Okanagan College online Calendar (except for Grade 12 completion) by the program start date.
- School District grade 12 students will not be required to meet the admission requirement of Grade 12 completion or equivalent by the program start date. School District grade 12 students will be admitted to the Okanagan College ECE certificate program on a conditional basis.
- Grade 12 students applying for the Early Childhood Education Certificate program may be required to attend an interview or orientation session with Okanagan College's ECE program's department chairperson or designate as an admission requirement to assess suitability of the SD22 Student before an offer to the program will be made.

II. Fee Assessment:

- Okanagan College reserves the right to set fees for all courses and programs.
- Once a SD22 Student receives an offer of admission to the Early Childhood Education Certificate program, the School District will issue a sponsorship letter on behalf of the SD22 Student to Okanagan College.
- The sponsorship letter will indicate the following: the name of SD22 Student, the current high school, the program in which the SD22 Student is registering, and the

type of program fees that the School District will pay (including whether the $200.00 non-refundable offer acceptance tuition deposit will be sponsored).

- Okanagan College will issue an invoice to the School District for the agreed amount of tuition that is to be paid by the School District and such invoice due upon receipt.
- International students will be charged an additional 25% fee above program tuition fees or such other fees as approved by the Okanagan College Board of Governors.
- The School District will inform the SD22 Students that the SD22 Students will be responsible for paying any additional fees not paid by the School District; application fees, all ancillary fees, material fees, and pre-requisite course fees directly to Okanagan College.
- The School District will inform the SD22 Students that the SD22 Students will be responsible for purchasing all required textbooks for their program.
- A School District dual credit student with a disability who requires accommodation will provide the College with the necessary documentation and follow the College's processes and policies with the Accessibility Services Department. Accommodation supports already provided by the School District will be continued by the School District while the student is at the College, or continue to fund/reimburse the College to allow the College to provide these supports. The College will assume the costs associated with accommodated exams (e.g. extended exams, quiet location).
  In circumstances where a dual credit student, during his/her course of studies, incurs the need for a medically documented accommodation and such accommodation is deemed necessary by both parties (Okanagan College and School District), any additional costs for the College to provide that accommodation will be reimbursed to the College by the School District. However, if a School District student has graduated high school, is under age 19, enters the College under the dual credit program with the School District paying the student's tuition and has a disability requiring an accommodation, the College will fund the cost of that accommodation.

III. Student Prog Tw 2ar0.005 Tw 1.77 .77 .delOl2 T(w)6C /P <<AIdycIdyommo(ie)nlgj 0 Tc 0 0 T

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- Okanagan College will provide interim and final marks to the School District for Secondary School reporting requirements.
- SD22 Students will submit their Okanagan College transcript to the School District to receive credit toward Secondary School graduation requirements.
- Once the SD22 Student has met all secondary school graduation requirements, they will present their official Secondary School graduation transcript to Okanagan College.
- Once Okanagan College receives this transcript confirming Secondary School graduation (and satisfying the conditional admission to Okanagan College), Okanagan College will issue the certificate to the student.

VII. Agreement Term

- This agreement is effective April 15, 2019 to August 31, 2020.
- Either party may terminate this agreement with 3 months written notice.

VIII. Notices:

- Any notice or notices required to be given hereunder to either party shall effectivelybe given if delivered personally or sent by prepaid registered mail, mailed in Canada, to the parties as follows:

Okanagan College
Attention: Jane Lister Regional Dean, Vernon Campus
7000 College Way
Vernon BC V1B 2N5
Telephone: 250-503-2665
Fax:250-503-2653
Email: jlister@okanagan.bc.ca

With a Copy to:
Attention: Vice President, Education
1000 KLO Road
Kelowna, BC
Canada, V1Y 4X8
Telephone: 250-862-5628
Fax: 250-862-5437
Email: ahay@okanagan.bc.ca

School District No. 22 (Vernon)
Attention: Mr. Joe Rogers, Superintendent
1401 – 15th Street
Vernon, BC
Canada, V1T 8S8
Telephone: 250-542-3331

Fax:250-549-9200
Email: jrogers@sd22.bc.ca

IX. General:

- Neither party to this Agreement shall be liable to the other party for any failure nro2(t li)14irm14irro2(,@)5(r)mar G60(o2(d r)m,@)5(f i)14(r)4(e)3(os)12ry frlo24.1osd,@ p(a)0(t)36(h)-3((r)13(os)]TJ 0.001 Tc 0.003 Tw)4.65 0 Td [r gs(o)-2venentcton :

International Tuition Rates for 2020-2021

May 14, 2019

For example: Purpose

Working with, and learning from, the Indigenous community
Serving and engaging the community
Focusing on organizational sustainability
Not an initiative driven by the Strategic Plan but necessary for operational purposes

I support the motion.

(include name and title)

International Education Tuition – Briefing Note

International tuition rate change proposals for Board review are based on considerations related to institutional sustainability, ensuring tuition rates cover expenses, provide for support services for students, and contribute to the development and maintenance of College infrastructure.

The Provincial government does not contribute to the cost of providing education for international

International Tuition Market Comparison of BC Colleges
in descending order of cost for Fall 2019 (unless otherwise noted)

	INSTITUTION	TUITION PER ACADEMIC COURSE (3 CREDITS)	NOTES
1	Langara College	$1,770	

International Tuition Rate History for University Transfer Courses at Okanagan College

2005/2006	5 courses flat fee per semester 4500.00	
2006/2007	0 per cent increase to international tuition	
2007/2008	0 per cent increase to international tuition	
2008/2009	Board motion (March 25, 2008) to change from flat fee per semester to $1100.00 per course	
2009/2010	0 per cent increase to international tuition	
2010/2011	0 per cent increase to international tuition	
2011/2012	0 per cent increase to international tuition	
2012/2013	0 per cent increase to international tuition	
2013/2014	0 per cent increase to international tuition	
2014/2015	8 per cent increase to international tuition	
2015/2016	2 per cent increase to international tuition	Average annual increase 2015/16 to 2020/21 2.98%
2016/2017	2 per cent increase to international tuition	
2017/2018	5 per cent increase to international tuition	
2018/2019	5.9 per cent increase to international tuition	
2019/2020	0 per cent increase to international tuition	
2020/2021	3 per cent increase to international tuition proposed	

Okanagan College 4 Year Forecast

(in thousands)

	19-20 Forecast	20-21 Forecast	21-22 Forecast	22-23 Forecast
Revenues:				
Grants	64,537	63,828	65,463	65,531
Tuition - Domestic	26,495	26,363	26,363	26,363
Tuition - International	17,176	17,233	17,233	17,233
Contracts & Other	3,913	3,880	3,880	3,880
Ancillary	5,482	5,523	5,539	5,556
Deferred Capital Contributions	5,850	5,829	5,390	5,010
	123,454	122,656	123,867	123,573
Expenses:				
Salary & Benefits	89,280	89,071	91,274	91,956
Supplies & Service	25,894	25,666	25,991	26,423
Depreciation	8,141	8,332	7,987	7,448
Debt (Interest)	139	139	139	139
	123,454	123,208	125,392	125,967
Net Annual Surplus/(Deficit)	-	-552	-1,524	-2,394

Impact with protential tuition increases				
Domestic Tuition - 2%	-	368	376	383
International Tuition - 3%	-	492	506	522
Revised Annual Surplus/(Deficit)	-	308	-642	-1,489

International Tuition Rate Scenarios			
2% Increase	328	334	341
5% Increase	819	860	903
7% Increase	1,147	1,227	1,313

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Line of Credit Increase

DATE

May 14, 2019

BACKGROUND INFORMATION

For example: y Purpose y History y Other relevant information

In the past, the Board annually approved the operating line of credit of $1 million with TD Canada Trust at an

Submission of Information
from Senior Staff to the Board of Governors

REPORT TITLE

President Selection Policy

DATE

May 22, 2019

BACKGROUND INFORMATION

For example: y Purpose y History y Other relevant information

Preliminary review of policy began in Spring 2017. The President Review Committee approved posting of the revised policy for consultation in fall 2018.

The policy was posted for consultation with the internal College community on December 6, 2018. Consultation concluded on January 23, 2019. The final version of the policy was provided to the Executive Committee for review and recommendation to the Board for approval.

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3.0 The President Review Committee of the Board will bring to the Board for approval a list of recommended