



**BOARD OF GOVERNORS  
REGULAR MEETING  
September 29, 2015; 10:30 a.m.  
Room S103B, Kelowna Campus**

**AGENDA  
OPEN SESSION**

|  | Attachment | Approximate<br>Time |
|--|------------|---------------------|
| <b>1 APPROVAL OF AGENDA</b><br><u>Recommended Motion</u><br><i>"BE IT RESOLVED THAT the September 29, 2015, OC Board open session meeting agenda is approved".</i> |            | 10:30 a.m.          |
| <b>2 OATH OF NEW MEMBER</b>  |            | 10:35 a.m.          |
| <b>3 DECLARATION OF CONFLICT</b>   |            | 10:40 a.m.          |
| <b>4 CONSENT AGENDA</b><br><u>Recommended Motion</u><br><i>"BE IT RESOLVED THAT the Consent Agenda be approved as presented".</i>                                  |            |                     |
| 4.1 <b>MINUTES</b> – June 30, 2015   | A          |                     |
| 4.2 <b>WRITTEN REPORTS</b>   |            |                     |
| 4.2.1 President's Report (J. Hamilton)   | B          |                     |
| 4.3 <b>INFORMATION</b>   |            |                     |
| 4.4 <b>APPROVALS</b>   |            |                     |
| <b>5 BUSINESS ARISING FROM THE MINUTES</b>   |            |                     |
| <b>6 PRESENTATIONS/DELEGATIONS</b>   |            |                     |
| 6.1 Foundation Annual Report (K. Butler)   | C          | 10:45 a.m.          |
| <b>7 NEW BUSINESS/RESOLUTIONS</b>  |            |                     |
| <b>8. VERBAL REPORTS</b>   |            | 11:00 a.m.          |
| 8.1 Board Chair Report (T. Styffe)   |            |                     |
| 8.2 President's Report (J. Hamilton)   |            |                     |



**Consent Agenda Resolutions  
Attachment A**

**Item 4.1**

Recommended Motion

***“BE IT RESOLVED THAT the June 30, 2015, open session minutes be approved.”***

**MINUTES OF REGULAR MEETING OF THE  
OKANAGAN COLLEGE BOARD OF GOVERNORS  
Open Session**

**Tuesday, June 30, 2015, 1:00 p.m.  
Room S103B, Kelowna Campus**

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Members Present: T. Styffe (Chair)  
C. Denesiuk  
C. Derickson  
C. Gerbrandt  
J. Hamilton (President)  
J. Maciel  
D. Manning  
B. McGowan

Regrets: S. Johal  
S. Lupul  
C. Mitchell  
L. Thurnheer

Board Secretary: L. Le Gallee

Vice Presidents: R. Daykin  
A. Hay  
C. Kushner

Directors: A. Coyle

Observers: R. Vilene, (BCGEU Support Staff), J. O'Brien, Administrative Association

Regrets: T. Walters (OCFA)  
C. McRobb, BCGEU Vocational  
K. Tracz, Student Observer  
L. Stanley, Student Observer  
J. Poirier, Student Observer

**Motions:**

***“BE IT RESOLVED THAT the May 19, 2015,***

***“BE IT RESOLVED THAT the Board approve the revision to the Diploma in Environmental Studies, as recommended by Education Council and as presented”***

This program is offered in Salmon Arm only.

**MOTIONS CARRIED**

#### **7.1.2 Program Approvals**

Some of the changes are minor, others refer to new intakes.

Motions: D. Manning/C. Gerbrandt

***“BE IT RESOLVED THAT the Board approve the revisions to the following program schedules: Accounting Assistant Certificate; Administrative Assistant Certificate; Office Assistant Certificate;***

**8.2 President's Report** (J. Hamilton)

The President has attended a number of conferences and annual general meetings for the Boards he serves on. He has recently been re-elected to the BC Council of International Education. He is also taking a more active role in CICan.

The College has been awarded a LEED platinum designation for the Centre for Excellence.

**8.3 CiCan Conference Report** (T. Styffe, C. Gerbrandt, B. McGowan)

It was noted by the Board members who attended the conference that it is a valuable opportunity to connect with other colleagues and with First Nations. There was a lot of conversation at the Conference with regard to core competencies (Yukon College stands out in this regard). It was noted that the College should nominate some outstanding faculty members next year for the annual awards.

At the Conference there were groupings for leadership and governance, one worth noting was Tom Thompson's workshop on "Governance Stewardship" and "Magnificent Seven Skills of Governance".

**9. INFORMATION**

**9.1 Financial Awards at Okanagan College** (C. Kushner)

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# **President's Report To Board**

**September 2015**

**Learning and Teaching**



# Collaboration and Partnership



## **Submission of Information from Senior Staff to the Board of Governors**

|                                |   |
|--------------------------------|---|
| <b>Report Title:</b>           | <b>Okanagan College Foundation Annual Report 2014-15 and Audited Financial Statements to March 31, 2015</b> |
| <b>Date:</b>                   |   |
| <b>Background Information:</b> |   |

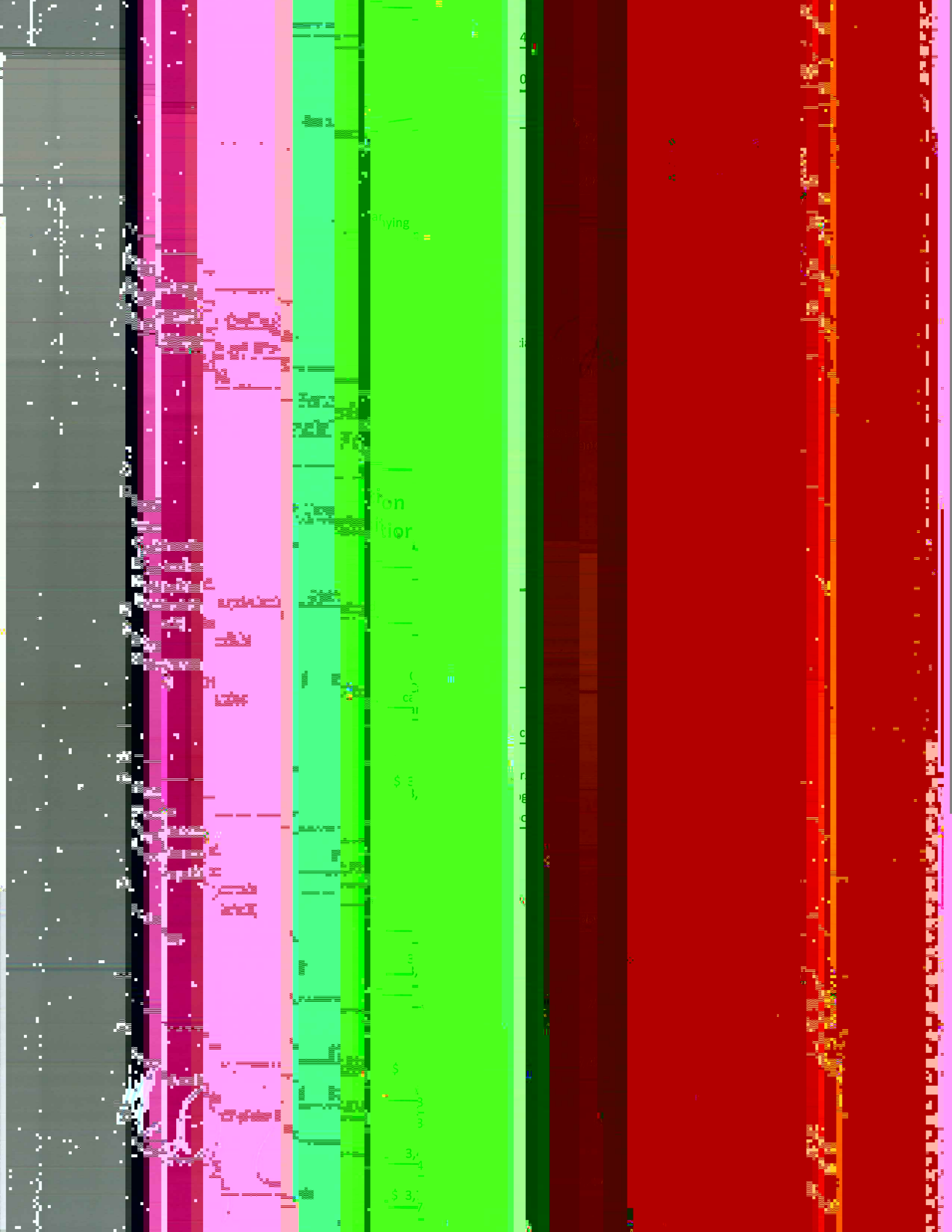
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# Okanagan College Foundation

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See accompanying notes to the financial statements.



# Okanagan College Foundation

## Statement of Cash Flows

For the year ended March 31

|   | 2015             | 2014             |
|---|------------------|------------------|
| <b>Cash provided by (used in) operating activities</b>      |                  |                  |
| Net revenue   | \$ 1,810,907     | \$ 2,610,538     |
| Items not affecting cash                                    |                  |                  |
| Increase in cash surrender value of life insurance policies | (9,061)          | (5,364)          |
| Gain on disposal of investments                             | (97,632)         | (206,842)        |
| Unrealized gain on investments                              | (497,760)        | (652,295)        |
| Forgiveness of loan payable                                 | -                | (8,029)          |
|   | <b>1,206,454</b> | <b>1,738,008</b> |
| Changes in non-cash working capital                         |                  |                  |
| Decrease/(increase) in receivables                          | 28,002           | (3,260)          |
| (Decrease)/increase in payables and accruals                | (16,942)         | 6,492            |
|   | <b>1,217,514</b> | <b>1,741,240</b> |
| <b>Cash provided by (used in) investing activities</b>      |                  |                  |
| Purchase of investments                                     | (704,912)        | (861,493)        |
| Proceeds from disposal of investments                       | 369,619          | 881,626          |
|   | <b>(335,293)</b> | <b>20,133</b>    |
| <b>Cash provided by financing activities</b>                |                  |                  |
| Advances of loan payable                                    | 346,841          | -                |
| Increase in cash and cash equivalents during the year       | <b>1,229,062</b> | <b>1,761,373</b> |

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**Okanagan College Foundation**  
**Notes to the Financial Statements**  
March 31, 2015

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# Okanagan College Foundation

## Notes to the Financial Statements

March 31, 2015

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### 2. Summary of significant accounting policies (continued)

#### Cash and cash equivalents

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

#### Investments

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

#### Life insurance policies

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

#### Contributed services and supplies

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

#### Financial instruments

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# Okanagan College Foundation

## Notes to the Financial Statements

March 31, 2015

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### 2. Summary of significant accounting policies (continued)

#### Financial instruments (continued)

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

#### Use of estimates

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

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**Okanagan College Foundation**  
**Notes to the Financial Statements**  
March 31, 2015

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**5. Loan payable**

Under the Capital Campaign Loan Agreement between the Foundation and Okanagan College, the College may provide funds to the Foundation, up to a maximum of \$750,000, by way of one or more loans so as to cover the costs to be incurred by the Foundation in operating and running the Capital Campaign.

The term of the loan is four years – April 1, 2013 to March 31, 2017.

The loan(s) shall be made free of interest provided that the Foundation shall comply strictly with the terms of the agreement.

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**Okanagan College Foundation**  
**Notes to the Financial Statements**  
March 31, 2015

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**6. Endowment funds (continued)**

The Central Okanagan Foundation holds endowment funds for the benefit of the Foundation. The fund balance at March 31, 2015 was \$103,000 (2014 - \$100,000). Investment income received by the Foundation from the fund for the year was \$10,500 (2014 - \$5,771).

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# Okanagan College Foundation

## Notes to the Financial Statements

March 31, 2015

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### 8. Related party transactions

Included in donations revenue is \$214,199 (2014 - \$215,393) received from Okanagan College to be used towards annual awards and other program support.

During the year, Okanagan College approved \$nil (2014 - \$166,159) for forgiveness of loan payable.

During the year, the Foundation awarded to Okanagan College grants in the amount of \$151,867 (2014 - \$43,521) to fund specific programs and transferred \$301,699 (2014 - \$208,729) raised in the capital campaign and other to support the trades renewal and expansion project, the Centre of Excellence building, and other program support.

Included in payables and accruals are amounts due to Okanagan College in the amount of \$nil (2014 - \$12,724) relating to the above transactions. Included in receivables are amounts due from Okanagan College in the amount of \$865 (2014 - \$2,935) relating to the above transactions.

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

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### 9. Financial instruments risks

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

Currency risk – Currency risk is the risk that the fair value of a financial instrument will fluctuate because of changes in foreign exchange rates. The Foundation is exposed to this risk on its investments in U.S. and international equities quoted in an active market.

Interest rate risk - Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk with respect to investment in fixed income instruments.

Other price risk – Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices (other than those arising from interest rate risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to other price risk on its investment in equities quoted in an active market.

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