Okanagan College Board of Governors

Open Session Meeting Agenda

September 24, 2024 at 12:45pm
Room PC248, Penticton Campus

The meeting will be held on the unceded traditional lands of the Indigenous people who have inhabited and used the lands since time immemorial.

Timing	Pages

Okanagan College Board of Governors

Regular Open Session

Tuesday, June 18, 2024

Room SA136,Salmon Arm Campus

Draft Minutes for Approval September 24, 2024

IN ATTENDANCE

	ACTION
2. APPROVAL OF AGENDA Motion: "BE IT RESOLVED THAT the Okanagan College Board of Governors approves the June 18, 2024 Open Session meeting agenda and thereby approves the consent agenda."	C. Battersby CARRIED
2.1. Consent Agenda 2.1.1. Open Session Minutes – May 21, 2024	
3. DECLARATION OF CONFLICT There were no conflicts declared.	
4. REPORTS	

4.1. Chair Report

The Chair noted the Executive Committee met on June 11.

The Chair attended the Post Secondary Board Governance workshop from June 13-14 and highlighted the themes of reconciliation, where and how education is delivered, and that the speed of change is accelerating and Boards need to keep up.

ACTION

5. OTHER BUSINESS AND BUSINESS ARISING FROM CONSENT AGENDA

The Board Chair thanked Matt Kavanagh and Destiny McNish for their contributions during each of their terms.

6. ADJOURNMENT

The meeting adjourned at 8:53 a.m. CARRIED

BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024
Agenda #: 2.1.2

Title	Employee Discrimination, Bullying and Harassment Policy		
Action and/or Recommendation	For Information		
Meets OC's Inspire Plan …	Values • Students First Community Respect • Courage Relationships • Distinction	Responsibilities • Reconciliation • EDISJ Sustainability • Resilience Effective and Efficient	Commitments • Inclusive & Equitable Access • Life-long learning partnerships • Integration and focus

Background Statement

The Board has oversight of the Employee Discrimination, Bullying and Harassment policy under the College's Policy and Procedure Framework.

The College must annually review the policy statement and procedures under WorkSafe BC's policy that outlines the duties of employers. Upon an initial review of this policy, scheduled on the Board's workplan for September, it was determined that additional consideration for updates to the procedures and potentially the policy, could be required based on their application over the past year. That review and the appropriate consultations are currently underway and any updates to the policy, if applicable, will return to the Board in December for approval.

[redacted]

x Link to Employee Discrimination, Bullying and Harassment Policy

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Risk Implication & Mitigation Steps

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Proposed and Prepared by	Neil Fassina, President

OC Board of Governors - Committee Workplan 2025

Committee Only Items

	February	March	May	June	September	December	As required

BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024
Agenda #: 4.2.1

Title	Domestic Tuition Rates 2025-26
Action and/or Recommendation	For Approval <u>Recommended Motion:</u> “BE IT RESOLVED THAT the Okanagan College Board of Governors

Alignment to the Strategic Plan Roadmap

Financial Sustainability.

Risk Implication & Mitigation Steps

Financial: If domestic tuition rate is not increased by 2% for 2025-26, the College loses the associated revenue this year as well as the compound revenue going forward. Over a 4year period, this would amount to approximately

Okanagan College Board of Governors

President's Report

September 2024

INTRODUCTION

My September report addresses matters that have taken place between May and September 2024.

Executive Summary: Members will note that my September report includes proportionately more updates than a typical president's report because the 2024 summer season has been particularly eventful. In particular, the College has made significant progress towards a series of capital projects – nearing completion or initiation. Similarly, significant progress has been made in relation to the Indigenous OC plan with a series of foundational documents coming together over the summer months.

Okanagan College's enrolment environment has shifted significantly with newly introduced federal regulations and restrictions on international students. Although domestic enrolment is relatively "flat," the college will face enrolment pressures over the coming years until such time as stability is reestablished relative to international students.

As would normally be the case, administration is proposing new domestic tuition in agenda Item 4.2.1. Members will note, however, that international tuition will be proposed later in the fall, as administration is still working through projections related to international student numbers in relation to the requirement to post up to four years of international tuition projections.

In the sections that follow, I address a series of strategic highlights, operational highlights, and points for potential advocacy and communication for Board members. I have endeavored to highlight the importance of different Board agenda items throughout the report.

Part 1: Strategic Highlights and Questions

Strategic Enrolment – Domestic (Fall 2024): Early data on domestic enrolment in Arts, Business and Science & Technology indicates small declines in headcount for each portfolio, and an overall dip of approximately 140 students. Further analysis is required as headcount does not reflect how many courses each student is taking.

Trades, Health and Social Development enrolment numbers are not available at this early date in part because within these areas, programming does not follow the same calendar (start dates are through the year). Enrolment analysis for fall semester in these areas will be possible toward the end of 2024.

(Table reflects point in time, headcount, Sept. 4, 2024)

Program	2023 Total	2024 Total
Associate of Arts		

undertaken to establish a new baseline budget. Other sources of funding were also identified, including from the Ministry and fundraising. The new budget is proposed in agenda item 4.3.2 (closed) at $61.3m, up from $48.8m. The next phase will be to complete 0534 61.078 (m)]TJ 88tTw 22 (.)]TJ uJ 0873pr s

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Program updates: This summer CampOC ran over 120 different camps at all four campuses with 4500 registrations generating $1.1m in revenue, making it the largest CampOC to date. The most popular camps were for children in grades 1-3 with an interest in science, cooking, Lego, and Minecraft. Our Trades team partnered with the CWB Welding Foundation to provide fully subscribed welding camps in Kelowna, Penticton and Vernon. Two camps were hosted in collaboration with Indigenous Services and incorporated land acknowledgment and reflection art activities for campers.

Staffing updates:

Dean of Health & Social Development: The College welcomed a new Dean of Health & Social Development on September 9, 2024. Patricia Mackie, The 1869 (83) Tj s(AEg 259850 c.0Tj .147 l139e.3hTo)6asr(r]T138.0.90 T157c 6B.61

Upcoming College Events:

Date	Activity	Location
September 17	Services Fair	Kelowna/Penticton
September 18	Ask Us Anything	Salmon Arm
September 18	Connection Café Drop in Wednesdays	Kelowna
September 20	Youth Exhibition Powwow	Kelowna
September 24	International Co-op Student IRCC Presentation	Virtual
September 25	Trades Lunch	Salmon Arm
September 26	OIB Flag Raising and Student Housing Name Giving Ceremony	Vernon
October 5	Fall 2024 Convocation	Kelowna

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BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024
Agenda #: 4.4.1

Title	Academic Schedule2025-26
Action and/or Recommendation	For Approval <u>Recommended Motion:</u> “BE IT RESOLVED THAT the Okanagan College Board of Governors approve the variances to the Academic Schedule 2025-26 as recommended chanw3

Summer 2026:

- No exam period is scheduled as exams are held during regular class time (under the policy there are two exam days per session)

x Grade Appeals:

Deadlines will follow the Procedures for Final Grade Appeals, which is within 10 business days of the date on which the final grade was issued by the Registrar rather than the fixed date under the Academic Semester Schedule Policy (under the policy for Fall courses: this is the fourth Friday following the last day of instruction; and for Winter courses: the Friday following Victoria Day).

Alignment to the Strategic Plan Roadmap

Student-First approach, student success and engagement. The proposed schedules will allow students to receive the appropriate amount of instruction to meet course learning outcomes and successfully complete their programs.

Risk Implication & Mitigation Steps

Instruction time. The proposed adjustments to the schedules could impact the total days for classroom learning. This Registrar has ensured that students will not suffer a decrease in instruction time due to the adjusted schedules.

Proposed and Prepared by	Jillian Garrett, Education Council Chair			
Consultation History	Reviewed	Recommended	Group/Individual, Title	Date
			Registrar	9/4/2024
			Provost Council	9/4/2024
			Education Council	9/12/2024
	•	•		Select a date.

2025-26 Academic Schedule

Fall 2025

Mon, Sep 1

*denotes deviation from Academic Semester Schedule Policy
as of September 4, 2024

Summer Session I and II 2026

SUMMER I	
Mon, May 11	Classes begin for Session I courses
Fri, May 15	Last day to register for a Session I course
Fri, May 15	Last day to receive a refund of tuition fees for Session I course drop
Fri, May 15	Last day to drop a Session I course without a withdrawal being recorded on the student's record
Fri, May 15	Last day to change Session I course registration status from audit to credit
Mon, May 18	Statutory holiday (no classes)
Fri, Jun 5	Last day to withdraw from a Session I course without academic penalty
Fri, Jun 5	Last day to change registration status for a Session I course from credit to audit
Mon, June 22	Last day of regularly scheduled classes for Session I
Thurs, Jun 25	Last day to submit final grades Session I
Mon, Jul 1	Statutory holiday (no classes)
SUMMER II	
Mon, Jul 6	Classes begin Session II
Fri, Jul 10	Last day to register for a Session II course
Fri, Jul 10	Last day to receive a refund of tuition fees for a Session II course drop
Fri, Jul 10	Last day to drop a Session II course without a withdrawal being recorded on the student's record
Fri, Jul 10	

*denotes deviation from Academic Semester Schedule Policy

BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024
Agenda #: 4.4.2

Title	New Program
Action and/or Recommendation	For Approval Recommended Motion: "BE IT RESOLVED THAT the Okanagan College Board of Governors approve the new program: Window and Door Quality Retrofit Micro-credential as recommended by Education Council."

Meets OC's Inspire Plan … Values Responsibilities

Alignment to the Strategic Plan Roadmap

Okanagan College Education Council
Proposal for New Program
September 2024

Program Summary

Name of Program:

BOARD OF GOVERNORS – BRIEFING NOTE

September 24, 2024
Agenda #: 4.4.3

Title	Program Revisions
Action and/or Recommendation	For Approval <u>Recommended Motion:</u> "BE IT RESOLVED THAT the Okanagan College Board of Governors approve program revisions to the Pharmacy Technician Certificate as recommended by Education Council and as presented."
Meets OC's Inspire Plan …	**Values** Students First Community • Respect • Courage • Relationships Distinction **Responsibilities** • Reconciliation EDISJ • Sustainability • Resilience Effective and Efficient **Commitments** Inclusive & Equitable Access Life-long learning partnerships Integration and focus

Background Statement

In alignment with its advisory role to the Board, Education Council has reviewed and is recommending that the Board approve revisions to the following program: Ž„ ' ïìÍ E ëô• '(¤•À (§$#%)c%,§$ 0€lowis ory hare

Risk Implication & Mitigation Steps

Content Quality: Mitigated by consulting with subject matter experts who are currently working in the industry and are knowledgeable of the current trends, competencies and skills required.

Proposed and Prepared by	Jillian Garrett, Education Council Chair

Consultation History	Reviewed	Recommended	Group/Individual , Title	Date
			Education Council	4/4/2024
			Post-secondary Institution Proposal System (PSIPS)	8/1/2024
	•	•		
	•	•		

Okanagan College Education Council
Proposal for Program Revision
September 2024

Program Revision Summary

Proposed Revisions:	Current	Proposed
Hours:	x The length of the theory and lab practice portion of the program is approximately 26 full-time weeks per year, depending on the Calendar year.	The length of the theory and lab practice portion of the program is approximately 41 full-time weeks per year, depending on the Calendar year.
	x The two practica, hospital and community, are 180 hours each.	x The practicum is 360 hours completed in 10-11 weeks.
Required Courses:	x PHRM101- Introduction to Pharmacy Practice x PHRM102- Medical Terminology x PHRM103- Pharmacy Law x PHRM104- Pharmacy Computer Applications x PHRM105- Communications and Employment Preparation x PHRM106- Pharmacology I x PHRM107- Drug Distribution x PHRM108- Pharmacology II x --i Tf56.6 (i)1e16r3.4 a2 (956.6 (i)1a)5-6.4325 Ti 18 Twarmaclicatio on x PHRM108 (m)-7.5 (e)3.9 (6)-1.3 (t)0.7 .687 03.2 .2 (ar)-4.4 (m)-9.5 (ac)8parat oi]TJ EMC /LBody <</l	

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