BOARD OF GOVERNORS
REGULAR MEETING
November 29, 2016; 9: 00 a.m.-11:15 a.m.
Room S103B, Kelowna Campus

AGENDA
OPEN SESSION

		Attachment	Approximate Time
1	APPROVAL OF AGENDA Recommended Motion "BE IT RESOLVED THAT the November 29, 2016, OC Board open session meeting agenda is approved".		9:00 a.m.
2	OATH OF NEW MEMBERS		
3	SIGNING OF CODE OF CONDUCT AND ACKNOWLEDGEMENT OF THE CHARTER OF EXPECTATIONS (required by all Board members to be signed on a yearly basis; hard		

12	OTHER BUSINESS	
13	FOR THE GOOD OF THE INSTITUTION	
14	DATE OF NEXT MEETING January 31, 2017 Kelowna Campus	
15	ADJOURNMENT	11:15 a.m.

Consent Agenda Resolutions
Attachment B

Item 6.1
Recommended Motion
"BE IT RESOLVED THAT the September 26, 2016, open session minutes be approved."

Item 6.3.1
Recommended Motion
"BE IT RESOLVED that the be following persons be appointed as Board Observers for a one year term from November 29, 2016 to November 27, 2017:

Tim Walters, representing Okanagan College Faculty Association
Cam McRobb, representing the BCGEU Vocational Instructors
Ronda Vilene, representing BCGEU Support Staff
Logan Trenholm, Student, Shuswap Revelstoke;
Ajay Penny, Student, South Okanagan-Similkameen;
Samantha Wall, Student , Central Okanagan"

Code of Conduct for the Board of Governors

3.4. Duty of Integrity ï Board members are expected to act at all times honestly and in good faith

3.5. Duty of Confidentiality - Board members have a duty to maintain the confidentiality of information received in the course of their duties and to not use such information for any purpose outside that of understanding the work of the Board.

3.6. Board membersû conduct shall reflect social standards of courtesy, respect and dignity

3.7. Board members shall act in accordance with the principle that the Board speaks with one voice. The Board Chair or someone designated by the Chair represents the Board in public and Board members must refer to the Chair for public comments about the Board and its decisions in accordance with section 7 of the Bylaws.

4 COMPLIANCE WITH THE LAW

4.1. Board members shall act at all times in fn s

Okanagan College unless Okanagan College has clearly and irrevocably decided against pursuing the opportunity, and the opportunity is also available to the public.

5.5. A Board member shall not use his or her position with Okanagan College to solicit clients for the Board member's business, or a business operated by a related person, close friend, family Board member, business associate, corporation, union or partnership of the Board member, or a person to whom the Board member owes an obligation.

5.6. A Board member shall avoid any situation in which there is, or may appear to be, potential conflict[2] which could appear[3] to interfere with the Board member's judgment in making decisions in the best interest of Okanagan College.

5.7. There are several situations that could give rise to a conflict of interest. The most common are accepting gifts, favors or kickbacks from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors or other interested parties or using confidential information inappropriately. The following are examples of the types of conduct and situations that can lead to a conflict of interest:

(i) influencing Okanagan College to lease equipment from a business owned by the Board member's spouse or a related person;

(ii) influencing Okanagan College to allocate funds to an institution where the Board member or his or her relative works or is involved;

(iii) participating in a decision by Okanagan College to hire or promote a relative of the Board member;

(iv) influencing Okanagan College to make all its travel arrangements through a travel agency owned by a relative of the Board member;

(v) influencing or participating in a decision of Okanagan College that will directly or indirectly result in the Board member's own financial or other gain.

5.8. Board members shall fully disclose all circumstances that could conceivably be construed as a conflict of interest.

6 DISCLOSURE

6.1. Full disclosure enables Board members to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.

6.3. If a Board member is in doubt whether a situation involves a conflict, the Board member shall immediately seek the advice of the Board Chair. If appropriate, the Board may wish to seek advice from Okanagan Collegeîs Governance Committee or legal advice. If the Board Chair determines that a conflict exists, then the Chair shall report the matter to the Board.

6.4. After disclosing the conflict, the Board member:

(a) shall not take part in the discussion of the matter or vote on any questions in respect of the matter (although the Board member may be counted in the quorum present at the Board meeting);

(b) may remain in the room if the meeting is open to the public, but shall not take part in that portion of the meeting during which the matter giving rise to the conflict is under discussion, and shall leave the room prior to any vote on the matter giving rise to the conflict; and

(c) shall, if the meeting is not open to the public, immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed.

6.5. Unless the Board member is otherwise directed by the Board Chair, a Board member shall immediately take steps to resolve tb yy rw

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11.3. Similarly, no Board member shall offer or solicit gifts or favors in order to secure preferential treatment for themselves or Okanagan College.

11.4. Under no circumstances shall a Board member offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any Board member experiencing or witnessing such an offer shall report the incident to the Board Chair immediately.

11.5. Gifts and entertainment shall only be accepted or offered by a Board member in the normal exchanges common to established business relationships for Okanagan College. An exchange of such gifts shall create no sense of obligation on the part of the Board member.

11.6. Inappropriate gifts received by a Board member shall be returned to the donor.

11.7. Full and immediate disclosure to the Board Chair of borderline cases will always be taken as good-faith compliance with these standards.

12 USE OF OKANAGAN COLLEGE PROPERTY

12.1. A Board member shall require Okanagan College's approval by the Vice President, Finance

15 WHERE TO SEEK CLARIFICATION

15.1. Normally, the Board Chair or the Chair of the Governance Committee shall be responsible to provide guidance on any item concerning standards of ethical behavior.

16 OATH OF OFFICE

All Board members are required to take the following oath:

> *I, _____, sincerely promise and swear (or affirm) that I will truly, faithfully and impartially, to the best of my ability execute the duties and responsibilities of my position as a Member of the Board of Okanagan College. I have read and agree to abide by the Bylaws of Okanagan College including the Code of Conduct and Conflict of Interest by-laws of Okanagan College.*

The Oath of Office is to sworn, signed, and dated before the Board at the commencement of each memaẆs f ^ ᴰsῆ meetiog ithᴺ Boaro M

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

Tuesday, September 27, 2016, 8:30 a.m.
Room 130, Salmon Arm Campus

Members Present:	C. Denesiuk (Chair)
	A. Beaumont
	C. Derickson
	R. Gakhal
	R. Janyk
	S. Johal
	J. Hamilton (President)
	C. Gerbrandt
	S. Lupul (teleconference at 8:55 a.m.)
	J. Maciel
	B. McGowan
	G. Morgan Morgan

- Kelowna up by 3.5%
- Penticton headcount was down to 913 from 966 student but grew by 4% in course registration;
- International is up to 683 from 534 last year;
- ABE and ESL are down. This is largely due to the fact fees were implemented this past year. The funding model has changed but students can access the AUG (Adult Upgrading Grant).

There will be a stable enrolment report at the November Board meeting.

10. TOPICS FOR NEXT MEETING

11. OTHER BUSINESS

12. FOR THE GOOD OF THE INSTITUTION

13. DATE OF NEXT MEETING: November 29, 2016, Kelowna Campus

14. ADJOURNMENT

Motion

President's Report
to the
Okanagan College Board of Governors

November 2016

Learner Readiness and Success

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Community Engagement and Service

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Education Council - Report to the Board
October/November 2016

Candidates for Graduation – October 6, 2016 Education Council Meeting

Program	# of Students
Sheet Metal Worker Foundation Certificate (April 18, 2016	

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

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DATE

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BACKGROUND INFORMATION

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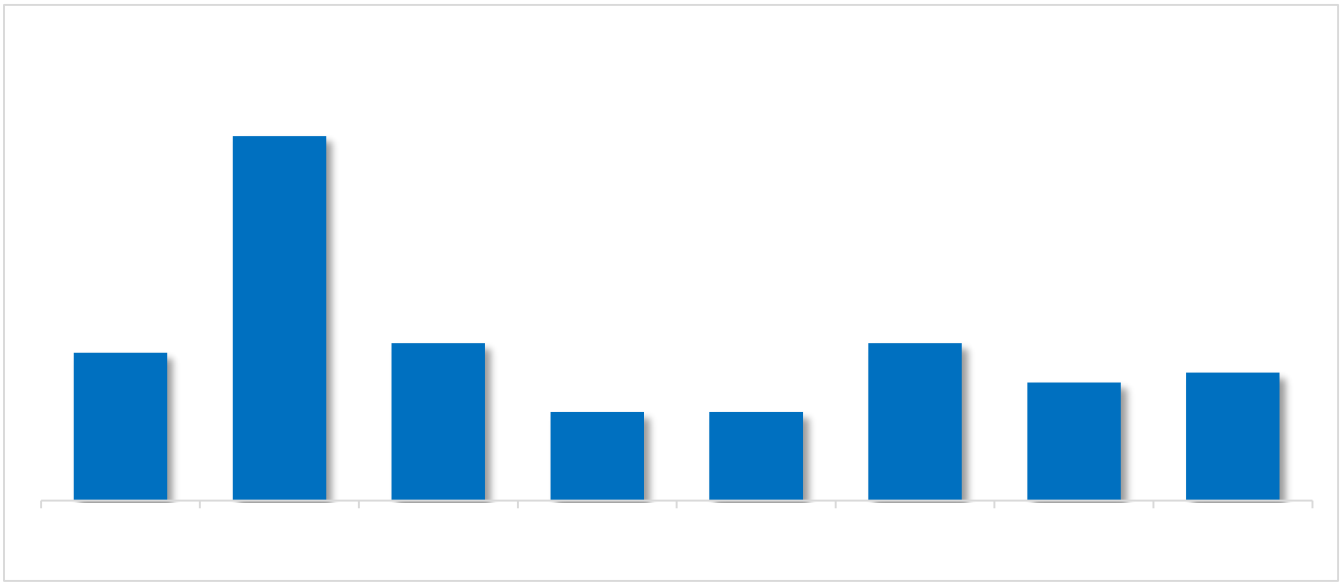
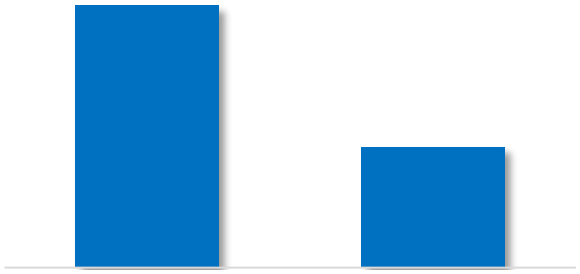
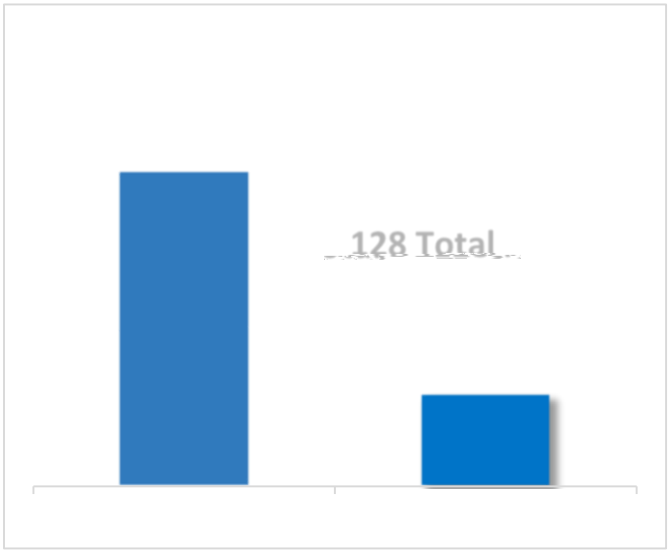
The Procedures of the Policy Development r Approval Board, President, Education Council Policy state: On an annual basis, at the last regularly scheduled Board meeting for the calendar year, the Board will be notified of any new, significantly revised or deleted policies which were approved by the President or Education Council during that year.

The President approved the following policies:

- x Travel Policy and Procedures 0 0 8 > Tj /TT1 1 T2 1 Tf -1rove>Tj /TT1 1 Tf8parT2 1 Tf 0.02 Tc 0.225 0 6T
- x year, The Policy



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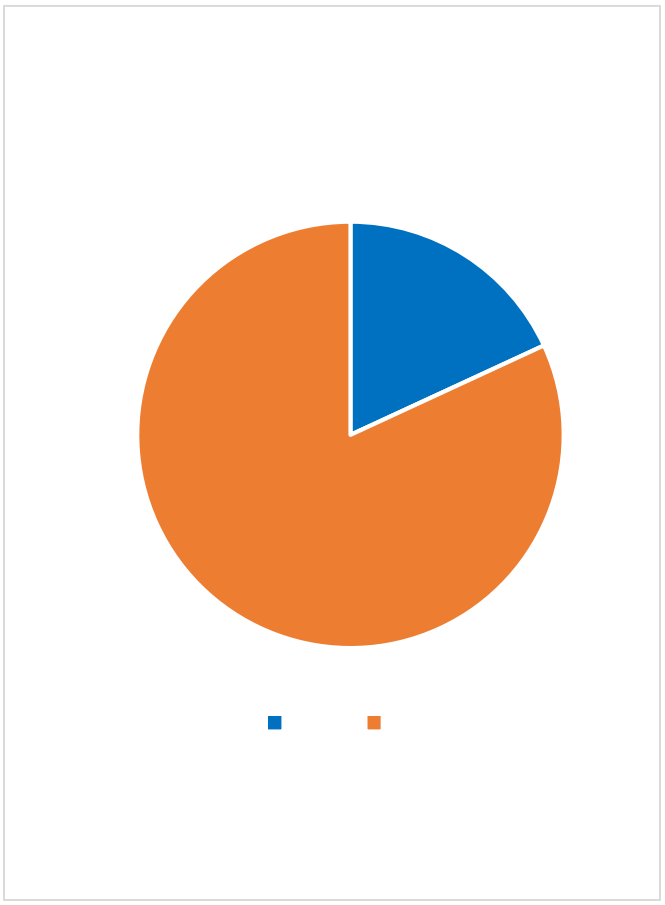

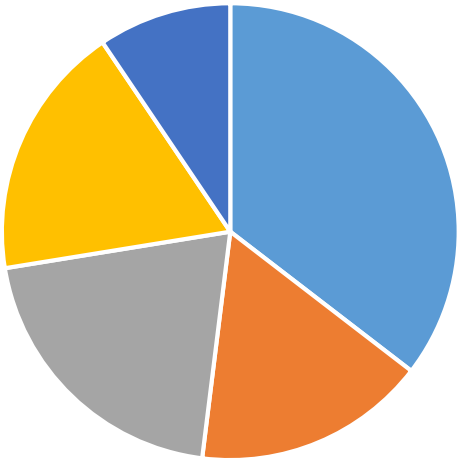

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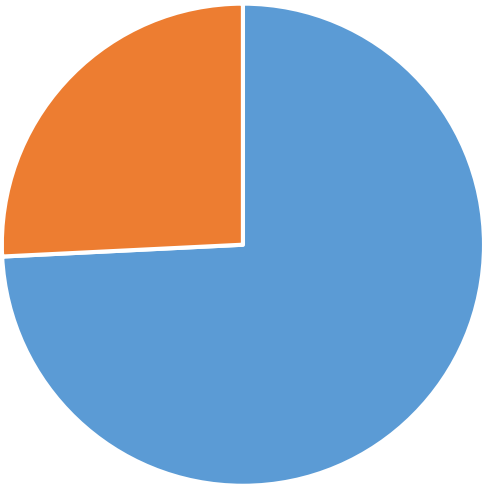

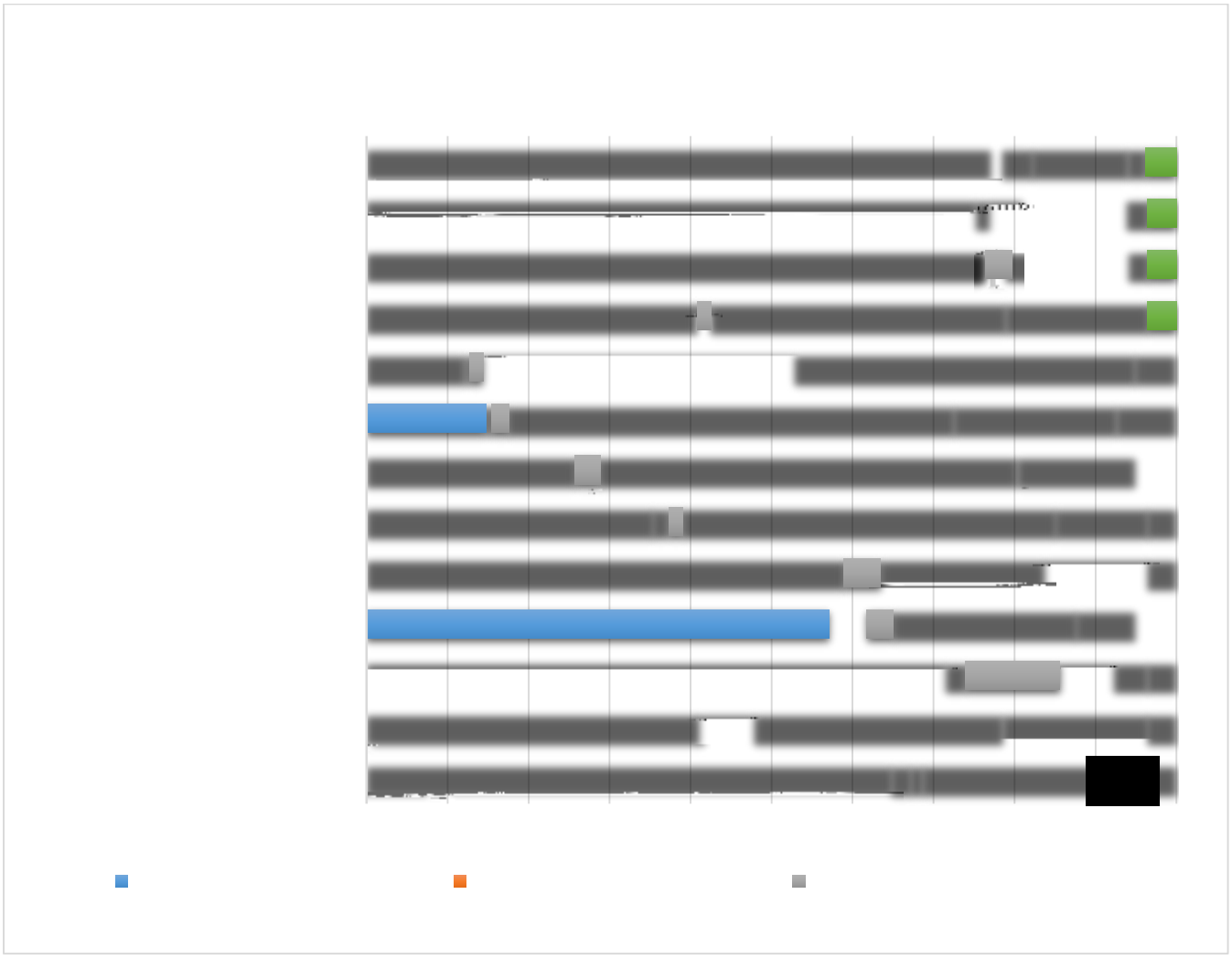

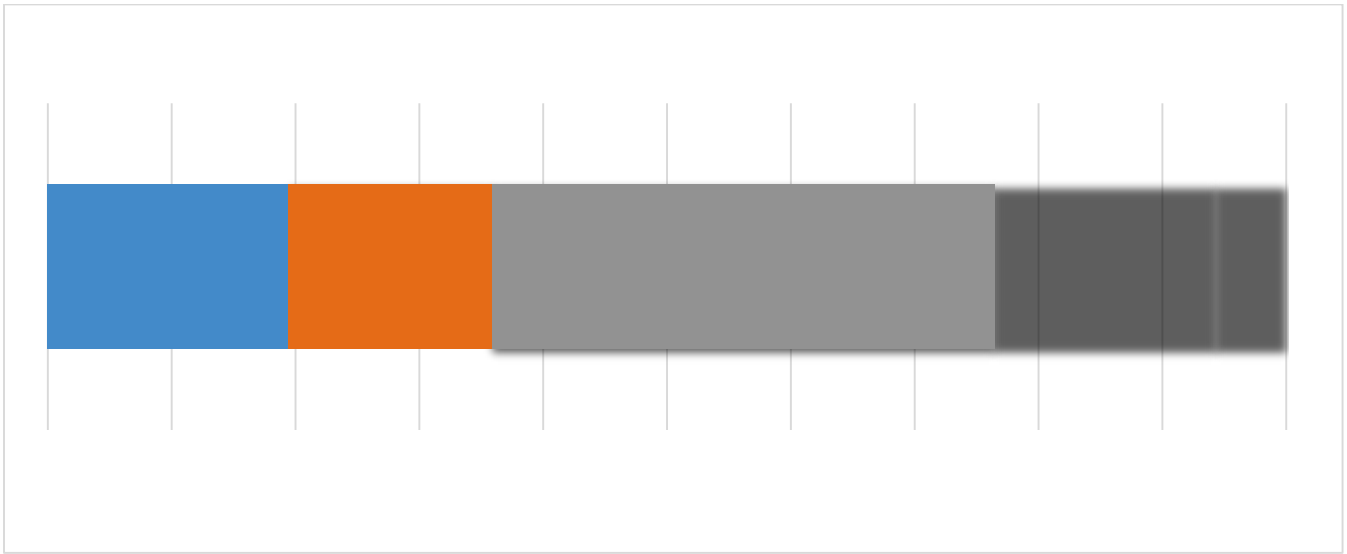

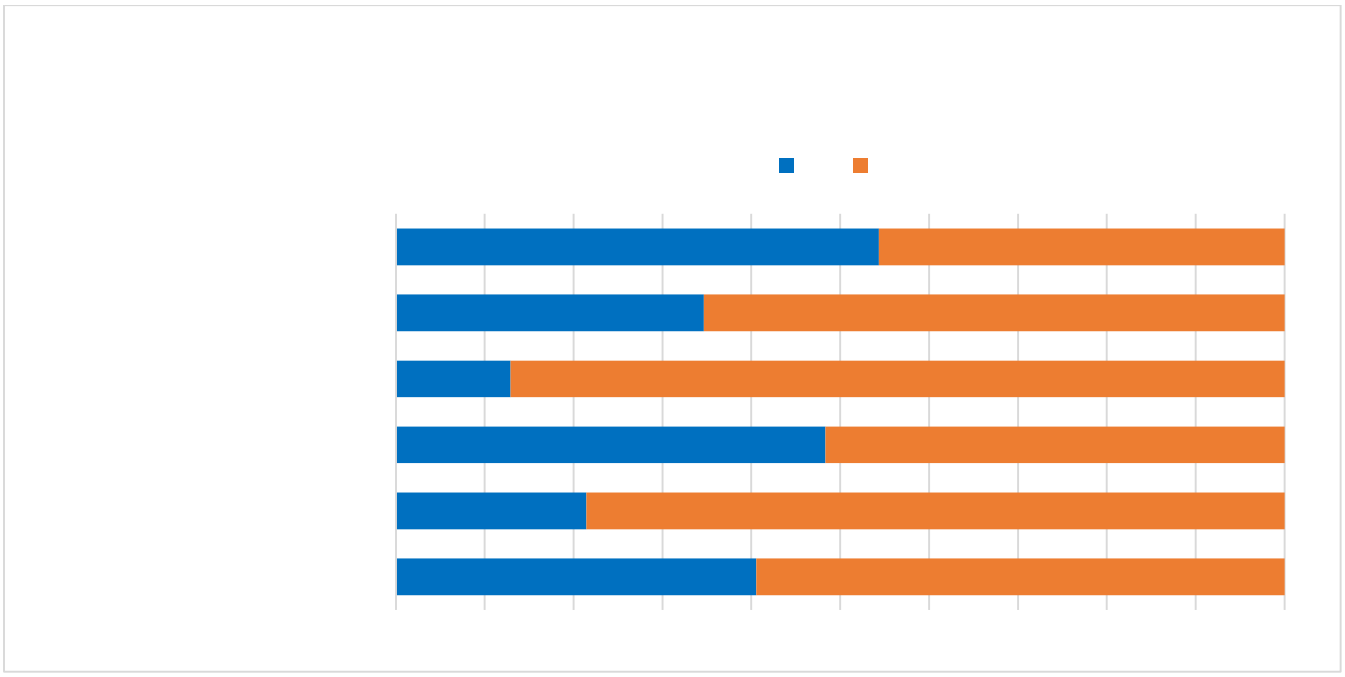

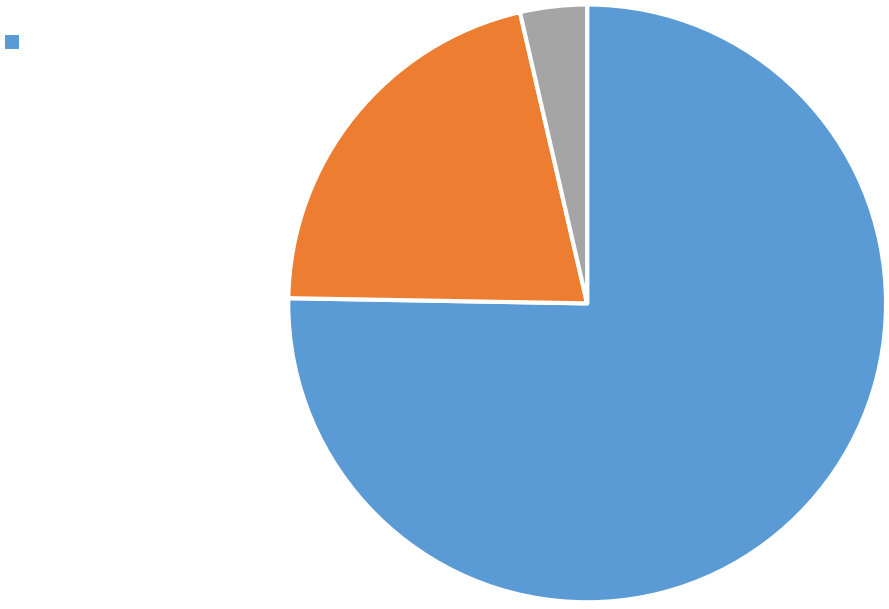

Submission of Information
from Senior Staff to the Board of Governors

Report Title
Capital Master Plan 2016-2035

Date
November 15, 2016

Background Information
For example: Purpose · History · Other relevant information

The Capital Master Plan approved in 2007 has guided the development of Okanagan College campuses. The Board has asked that the Capital Master Plan be updated to reflect current and future arrangements of the campuses to support the College's strategic plan.

The committee was tasked with developing a plan that will guide the development of campuses to meet the needs of students, employees and communities over the next 25 years.

The committee consisted of:

- Donna Lomas, Regional Dean Okanagan Shuswap (Chair)
- Allan Coyle, Director Public Affairs
- Jane Lister, Regional Dean North Okanagan
- Deb Peterson, Director Facilities and Business Services
- Joan Ragsdale, Regional Dean Shuswap Revelstoke
- Heather Schneider, Regional Dean Central Okanagan
- Rob St. Onge, Energy Services Specialist

See

- Serving and engaging the community
- Focusing on organizational sustainability
- Not an initiative driven by operational or strategic plan

COMMENTS FROM THE PRESIDENT

I support this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Capital Master Plan Committee
R. Daykin – Vice President, Employee and Corpor

This

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OKANAGAN COLLEGE CAPITAL MASTER PLAN

2016-2035

SALMON ARM • VERNON • KELOWNA • PENTICTON

In a post-secondary setting the Capital Master Plan (CMP) serves the essential purpose of providing a common understanding of how individual pieces come together to form a coherent whole. At its core, the plan must deal with the technical and functional arrangements that help to support the day-to-day operation of an institution. To be effective, a CMP must incorporate and represent the culture and characteristics of what makes an institution vibrant, and unique. Okanagan College's plan must capture what distinguishes it from other Ã ˆ “ ˆ • > À œ À } > ˜ ˆ â > Ì ˆ œ ˜ Ã … Ì … • > ˜ … « Ã œ ˜ ˆ i Ì … i elements that collectively contribute to creating special places loved by inhabitants and visitors alike.

The education setting is rapidly changing with the maturation of the information age. Post-secondary institutions everywhere are grappling with fundamental questions about traditional program delivery and the manner with which students are engaged and how they learn. This offers enormous latitude for creativity and innovation. Flexible forms of learning are challenging the traditional approach to bricks and mortar. Departments and programs are being asked to provide creative service/program delivery using different forms of technology and pedagogy that requires sophisticated, new infrastructure in existing built spaces.

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This plan began with a review of the 2007 Master Capital Plan and College statistics and numbers. The larger background study was directed at understanding the Okanagan regional context, its demographics, and historical growth. It was also a review of the types, physical condition and quantities of existing space. In parallel with this general and spatial study, there was a review of transportation, utilities, regulatory restrictions and limits. The information assembled from this research can be found in the three extensive appendices accompanying the plan. As these [illegible]es were developed, there were inter[illegible]ent revie[illegible] with a Master Capital Plan [illegible]ering Commit[illegible] which consisted of the four [illegible]egional D[illegible]ns and key members of the admin[illegible]ation [illegible]d Director of Fac[illegible]s un[illegible]r retire[illegible] from the œ • • i } i [illegible] … ˆ • i Ì … L > [illegible] } À œ Õ ˜ ` “ > Ì i À ˆ > • Ü > Ã L i ˆ ˜ } gathered, [illegible] College began [illegible]e rev[illegible]n of its Strategic P[illegible]ning Process w[illegible]h was [illegible]mpleted in Novembe[illegible]015. The M[illegible]er Capital Plan committee was [illegible]le to cons[illegible] widely during the strategic planning [illegible]ocess [illegible]d later during its own consultation proces[illegible] below:

- Initial consultations sessions were held on all campuses in May, June and July, 2015
- Employees were given access to an on-line questionnaire summer/fall 2015
- In-class consultations were held with representative class groupings in October and November 2015 and September 2016
- Open feedback sessions for students were held

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