

# EMPLOYEE HANDBOOK



TRANSFORMING LIVES AND COMMUNITIES





## Table of Contents

**TABLE OF CONTENTS..... 2**

**A MESSAGE FROM THE PRESIDENT ..... 4**

**INSPIRE - OKANAGAN COLLEGE’S STRATEGIC PLAN ..... 5**

**OKANAGAN COLLEGE’S STRATEGIC PLAN ..... 5**

**OKANAGAN COLLEGE LEADERSHIP ORGANIZATIONAL CHART ..... 6**

**LOCATIONS ..... 7**

**COLLEGE POLICIES..... 9**

**STAFF PARKING PERMITS, KEYS AND CARD ACCESS ..... 10**

**OTHER EMPLOYEE RESOURCES ..... 11**

**WEBSITE ..... 13**

**MYOKANAGAN (NOT AVAILABLE AT THIS TIME BUT BEING RESTORED) ..... 13**

**MY LEAVES (NOT AVAILABLE AT THIS TIME BUT BEING RESTORED) ..... 14**

**EMPLOYEE EXCELLENCE AWARDS ..... 16**

**SUSTAINABILITY ..... 17**

**GROUP BENEFITS AT OKANAGAN COLLEGE..... 18**

**PENSION PLANS ..... 20**

**MEET YOUR PEOPLE SERVICES TEAM ..... 23**

**EMPLOYEE GROUPS ..... 26**

**DEPARTMENTS ..... 27**

    GOVERNANCE OFFICE ..... 28

    EDUCATION COUNCIL..... 30

    OFFICE OF THE PRESIDENT..... 31

    PROVOST & VICE PRESIDENT ACADEMIC OFFICE ..... 32

    CFO & VICE PRESIDENT CORPORATE SERVICES OFFICE..... 33

    COLLEGE RELATIONS ..... 34

    ADVANCEMENT..... 37

    OKANAGAN COLLEGE FOUNDATION ..... 38

    PEOPLE SERVICES ..... 47

    REGIONAL CAMPUS – SHUSWAP/REVELSTOKE ..... 48

    REGIONAL CAMPUS – NORTH OKANAGAN ..... 49

    REGIONAL CAMPUS – SOUTH OKANAGAN/ SIMILKAMEEN..... 50

    ARTS & FOUNDATIONAL PROGRAMS..... 51



---

TRADES AND APPRENTICESHIP .....	52
SCIENCE AND TECHNOLOGY .....	53
HEALTH AND SOCIAL DEVELOPMENT .....	54
OKANAGAN SCHOOL OF BUSINESS .....	55
CONTINUING STUDIES AND CORPORATE TRAINING.....	56
LEARNING AND APPLIED RESEARCH.....	57
FINANCIAL SERVICES .....	59
FACILITIES MANAGEMENT.....	60
ANCILLARY AND BUSINESS SERVICES.....	62
LIBRARY SERVICES .....	64
IT SERVICES.....	65
STUDENT SERVICES.....	67
OFFICE OF THE REGISTRAR .....	68
INTERNATIONAL EDUCATION .....	70
INSTITUTIONAL RESEARCH.....	71



## A Message from the President

Welcome to Okanagan College!

Congratulations on joining Okanagan College. I hope you will find your experience here both rewarding and meaningful.

We are proud of the institution we are building: with close to 20,000 individual students, more than 1,000 employees, a broad and growing array of programs, and locations throughout the region, we are B.C.'s largest college east of the Lower Mainland. More importantly, we have a well-established reputation for service and teaching excellence among students, alumni and employers.

Our success can be attributed to individual and collective dedication to students, service to our communities, and especially passion for what we do. Ultimately, we depend on the people who work here, and who contribute their energy, intellect and abilities to serving students in direct and indirect ways, whether it is front-line support, teaching, or contributing to the infrastructure that allows our college to function day to day.



While Okanagan College was not officially opened until July 1, 2005, we have many employees who started with the original Okanagan College or Okanagan University College. Together they have laid a strong base of achievement, on which, as the current Okanagan College, we are building a learning culture committed to the growth, development and well-being of its employees.

Welcome to a terrific team that is firmly committed to our mission of transforming lives!

Sincerely,

Neil Fassina  
President



## inspire - Okanagan College's Strategic Plan



# inspire

### Okanagan College's Strategic Plan

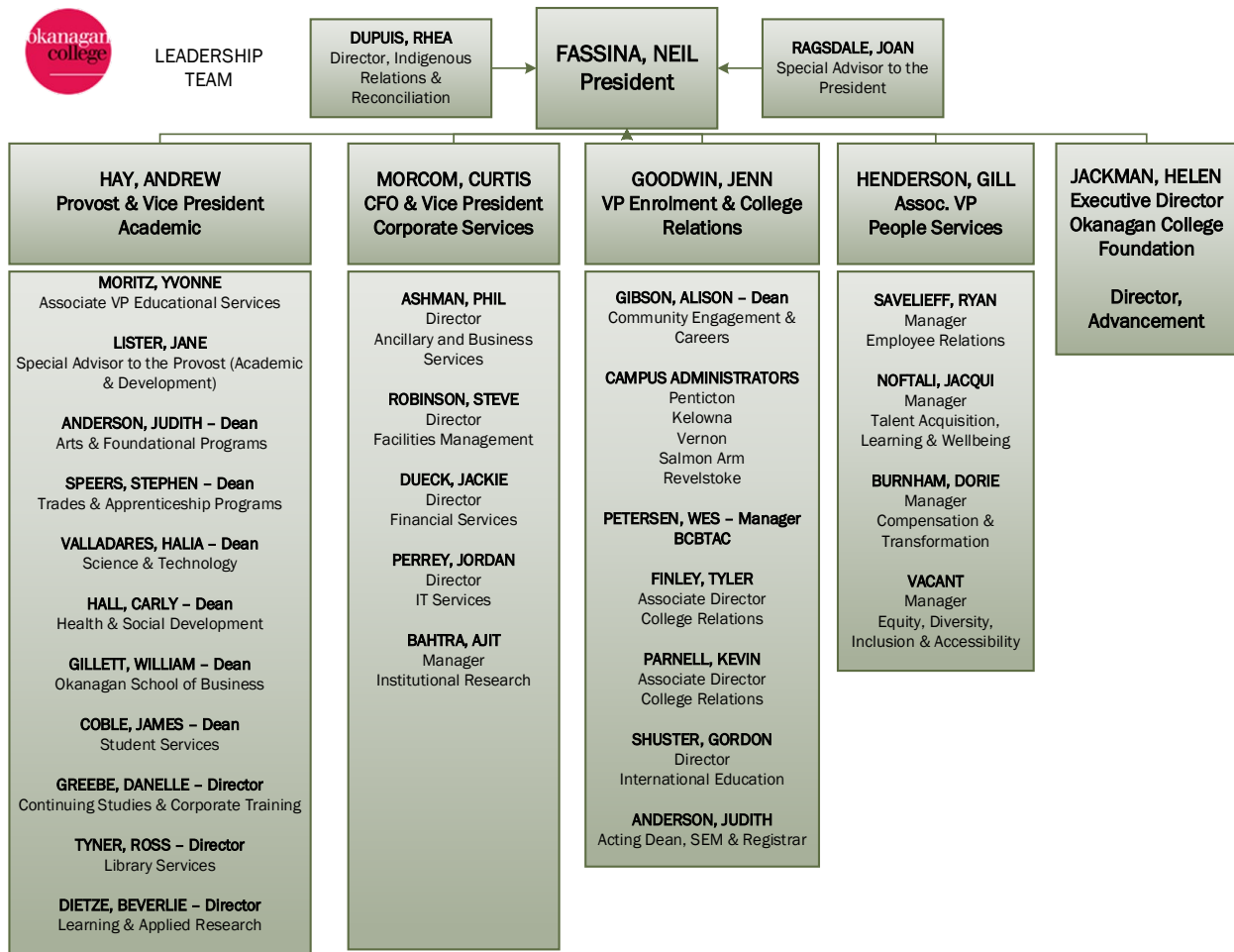
In early 2022, the Board of Governors approved the College's new Strategic Plan.

The plan reaffirmed the College's mission statement  
**"We transform lives and communities".**

All employees are encouraged to familiarize themselves with the plan which can be found at:  
[www.okanagan.bc.ca/strategicplan](http://www.okanagan.bc.ca/strategicplan)



## Okanagan College Leadership Organizational Chart



A detailed Leadership Organizational Chart can be located on the [People Services Website](#).



## Locations

### Campuses

Campus maps available online at [Campus Maps](#)



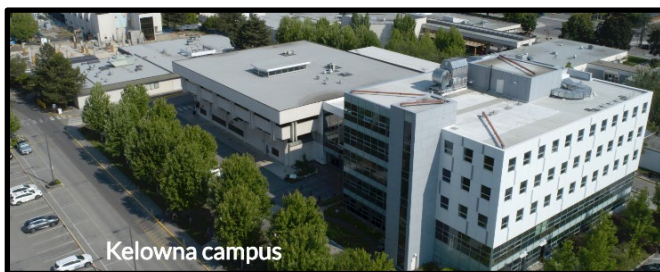
#### Salmon Arm Campus

2552 10<sup>th</sup> Avenue NE,  
Salmon Arm, BC V1E 4N3  
Telephone: 250-832-2126



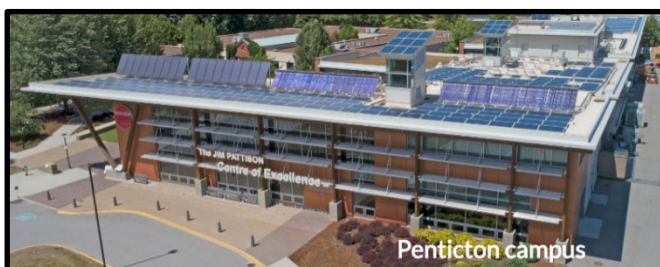
#### Vernon Campus

7000 College Way,  
Vernon, BC V1B 2N5  
Telephone: 250-545-7291  
(Toll free: 1-800-289-8993)



#### Kelowna Campus

1000 KLO Road,  
Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445



#### Penticton Campus

583 Duncan Avenue West,  
Penticton, BC V2A 8E1  
Telephone: 250-492-4305



## Centres

### Revelstoke Centre

1401 1st Street West  
PO Box 3118, Revelstoke, BC  
VOE 2S0  
Telephone: 250-837-4235



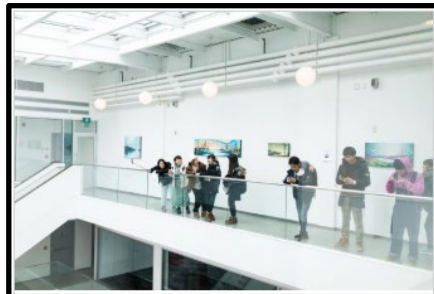
### Oliver Continuing Education Centre

339 Fairview Road, Oliver, BC  
VOH 1T0  
Telephone: 250-498-6264



### Kelowna Innovation Centre

460 Doyle Avenue  
Kelowna, BC  
V1Y 0C2



## Other Locations

### Salmon Arm Trades Facility Centre

5450 48th Avenue SE, Salmon Arm, BC V1E 2V3  
Telephone: 250-762-5445, ext. 8394

### Vernon Trades Facility

7000 College Way, Vernon, BC V1B 2N5  
Telephone: (250) 545-7291

### OC Aerospace Campus (AME-S)

5650 Aerospace Drive, Kelowna, BC V1V 1S1  
Telephone: 250-762-5445

### Vernon Aerospace Campus (AMT)

6225 Okanagan Landing Road, Vernon, BC V1H 1M5  
Telephone: 250-545-7291, ext. 2401

### Southern Interior Flight Centre (Commercial Aviation Training)

5650 Aerospace Drive, Kelowna, BC V1V 1S1





## College Policies

As a new employee, you must familiarize yourself with all Okanagan College policies as they are part of your terms and conditions of employment. The policies provide useful information to guide your conduct while employed at the College. All employees are accountable for ensuring that they are aware of each of the College's policies and for complying with them throughout their employment relationship.

As you begin your employment with the College there are a few policies you should take special note of:

### **Code of Ethical Practices Policy** (refer to [Policy](#))

- The Code of Ethical Practices Policy sets out the principles and standards of ethical conduct expected of all employees of the College.
- The policy covers a range of issues including compliance with the law, inappropriate conduct, workplace relationships, conflicts of interest, outside business interests and remuneration, the use of confidential information and other topics.

### **Employee Discrimination, Bullying and Harassment Policy** (refer to [Policy](#))

- The College is committed to a working and learning environment, which is free of discrimination, bullying and harassment.
- Our objective is to ensure that employees and students are treated with respect and dignity, and expect that all employees and students demonstrate behaviours consistent with this objective.

### **Sexual Violence and Misconduct Policy** (refer to [Policy](#))

- The College is committed to creating and maintaining a learning and working environment characterized by mutual respect, safety, civility and free inquiry.
- Safety at the College is a priority and any form of sexual misconduct will not be tolerated.
- The College will address sexual misconduct in the College community through support, awareness, training and prevention programs, and appropriate handling of complaints and disclosure of sexual misconduct. Those who have experienced sexual misconduct will be treated with compassion, dignity, and respect.

College policies can be accessed on our website at [okanagan.bc.ca/policies](https://okanagan.bc.ca/policies).

In addition to College policies, there are also important [HR Policies and Procedures](#) that outline human resource practices related to employment policies and collective agreements.

Employees with questions or concerns about College policies or procedures are encouraged to contact their supervisor or the primary contact responsible listed on each policy.



## Staff Parking Permits, Keys and Card Access

Parking permits are available online for Okanagan College campuses in Vernon, Kelowna and Penticton. OC staff can visit the [Parking Services Page](#) on the OC website to register for taxable benefit parking in Vernon, Kelowna and Penticton and purchase an annual, semester or Flex Pass permit (Kelowna). Updated [frequently asked questions](#) are available on the OC Parking Services website.

**Car Pooling:** Students and Staff can take advantage of all the possible ride sharing opportunities available through [the Carpooling website](#). Also, staff have a second option through our Okanagan College staff carpooling utility (go to myOkanagan, Employee, Employee Home, Requests and Notices, Carpool). For ride-sharing opportunities, the College has 2 Toyota Prius' at the Kelowna campus, supplemented by one 7 passenger van located in each of Penticton, Vernon and Salmon Arm which staff can book to use for any off-site college business. College staff wishing to return their parking pass and cash-out of parking can do so. The taxable benefit is then removed from their annual income tax remittance form.

**Bike Lockers:** Okanagan College has 18 individual weatherproof bicycle storage lockers available for students and staff to rent. Positioned close to high traffic buildings for easy access and convenience, these bike lockers are available on a first-come, first-serve basis. Lockers are provided according to campus demand. Currently, the Kelowna Campus has 16 lockers and the Penticton Campus has 2. Made from recycled plastic and manufactured in Canada, these bicycle lockers are part of Okanagan College's dedication to reducing greenhouse gases and in alignment with the 3 Steps Forward program.



## Other Employee Resources

### Gym Access

Not just for students, gym access is available for employees too! For more information for your region, go to [Fitness Facility Access](#) and click on your region's link.

### OC Safe App



Available to all staff, students, and visitors, the OC SAFE app provides instant access to onsite First Aid, Security Services, 911, campus maps and direct links to other valuable resources. The OC Safe App also includes a Work/Study Alone check in system. Employees and students who are working or studying alone can use this feature to request either Campus Security or a personal emergency contact check with them if they fail to respond to the automated check in notification. Download this FREE app from your app store today. Just search for "OC SAFE."

### Cheer on the Okanagan College Coyotes

Students who attend Okanagan College have the opportunity to play competitive baseball as a part of the Coyotes Athletics program, which operates out of Kelowna.

The Coyotes baseball team competes in the Canadian College Baseball Conference, which includes teams from Thompson Rivers University, the University of Calgary, Kwantlen Polytechnic University, Vancouver Island University and the Prairie Baseball Academy.

### Getting Hungry?

All four campuses offer cafeterias for employees and students. Kelowna also offers:

- Infusions Restaurant
- Kekuli Café
- Marmalade Cat Café

### Tuition Waiver

Continuing (Regular) employees of Okanagan College wishing to register for one or more courses in academic, career and technology, developmental, vocational or general interest programs can request a tuition waiver for themselves subject to the prerequisites and admission policies specific to the program as well as the general policies of the College. The full policy (E.2.4) is available online at [Tuition Waiver](#).



## **Daycare Little Scholars – YMCA Playing to Learn Child Care & Preschool, Kelowna Campus**

The YMCA-YWCA is pleased to partner with the Okanagan College in providing the highest quality child care for college staff, students and members of the community. We are proud to offer Okanagan families a professionally developed curriculum called **YMCA Playing to Learn**.

Located at the Kelowna Campus, for more information please go to [Child Care Centre](#) or call 250-862-5653, ext. 4 for registration.

## **Daycare Little Learners Academy – OneSky Community Resources, Penticton Campus**

The Penticton Campus offers a 64-space child care centre. OneSky Community Resources is pleased to partner with Okanagan College to provide a child care option for college staff, students and members of the community featuring extended hours of operation to accommodate early and evening classes and shift workers in the community.

For more information, please go to [Child Care Penticton](#) or call 250-492-5814.

## **Campus Stores**

Want to wear your school colors? All four campuses have bookstores equipped with books for students and a wide variety of Okanagan College apparel and accessories.

## **Savings Plans**

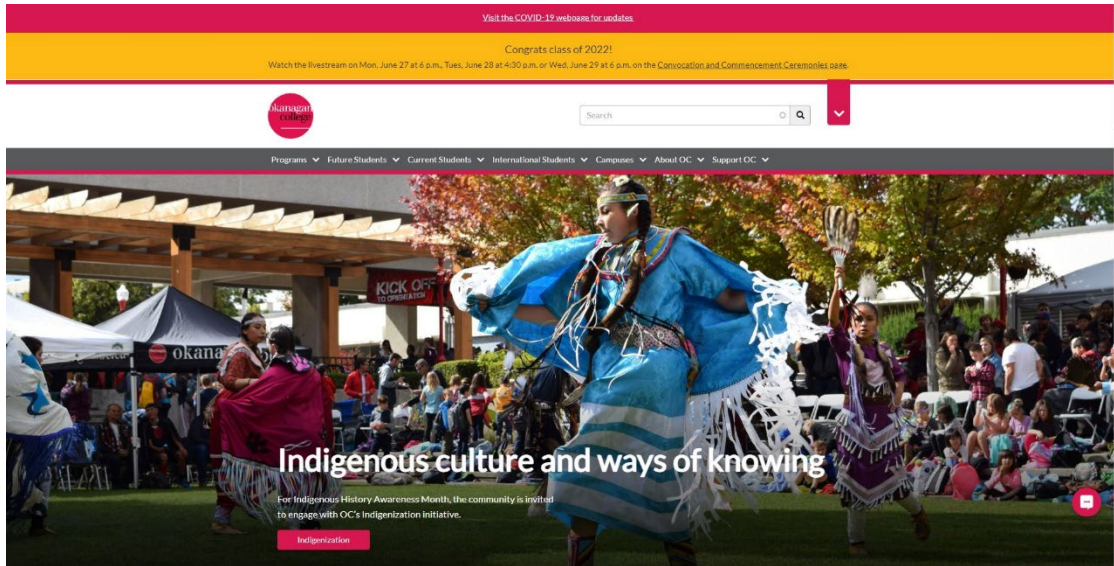
### **Canada Life**

Canada Life offers employees the opportunity to contribute to the Future Builder Program - RSP. This can be done anytime during the year. For further information, contact Vicki Pannell, Controller in Financial Services at [vpannell@okanagan.bc.ca](mailto:vpannell@okanagan.bc.ca) or (250) 762-5445 ext. 4926.



## Website

For further information, please refer to our website at <https://www.okanagan.bc.ca>



For further information regarding our Collective Agreements and Policies please refer to the Human Resources website at [Collective Agreements and Policies](#)

### Employee resources

<p><b>Employee handbook</b></p> <p>The employee handbook has been compiled for new employees to understand who we are as Okanagan College and how we strive to transform lives and communities.</p> <p><a href="#">Employee handbook</a></p>	<p><b>Campus maps</b></p> <p>Each of the campuses and smaller centres reflect diversity through programming and connections to the local communities.</p> <p><a href="#">Campus maps</a></p>
<p><b>Benefits, pension and leave</b></p> <p>Information and forms related to benefits, pension and leaves that may be applicable to you as an employee.</p> <p><a href="#">Benefits, pension &amp; leave</a></p>	<p><b>Payroll documentation</b></p> <p>Information and links to documents required for payroll purposes.</p> <p><a href="#">Payroll documentation</a></p>
<p><b>Policies and procedures</b></p> <p>A library of Human Resources policies and procedures.</p> <p><a href="#">Policies and procedures</a></p>	<p><b>Other campus services</b></p> <p>Services available for Okanagan College employees.</p> <p><a href="#">Other campus services</a></p>

### Employment agreements

**myOkanagan (not available at this time but being restored)**

- [Terms and conditions of employment for Administrators](#)
- [Terms and conditions of employment for Excluded Staff](#)
- [Okanagan College Faculty Association \(OCFA\) collective agreement 2014-2019](#)
- [BCGEU Support Staff collective agreement 2014-2019](#)
- [Federation of Post-Secondary Educators of BC \(FPSE\) common agreement 2014-2019](#)
- [BCGEU Support Staff collective agreement 2014-2019](#)
- [Federation of Post-Secondary Educators of BC \(FPSE\) common agreement 2014-2019](#)

Found at <https://my.okanagan.bc.ca/cp/home/displaylogin> myOkanagan is a secure site that provides your single point of access for information, services and resources at Okanagan College including



employee information (e.g. leaves), teaching schedules, accessing course content delivered through Moodle etc.

To login, enter user name (employee ID) and password (the default is your birthday, 6 digits in the format of MMDDYY). Once in, different employees (and students) have access to different tabs and sections but the below example shows some features of the “employee” tab:

**myOkanagan**

Menu

- Student T2202 Tax Form
- Employee Online Services

**Administrative Functions**

- + IT Services
  - Employees (ELMS, Seniority, People Directory)
    - Holiday Season Closure
    - My leave balances (ELMS)
    - My staff pending leave summary (ELMS)
    - Vocational Seniority List - Regular, Full-time
    - Vocational Seniority List - Regular, Part-time
    - Vocational Seniority List - Non-Regular
    - Support Staff Seniority list - Regular
    - Support Staff Seniority list - Non-Regular
    - People Directory Search
    - OC People Directory Admin
    - My entry in the OC People Directory

**Access your leaves & submit a request**

**Access the people (staff) directory**

**myOkanagan**

**Requests and Notices**

- + Purchase Requests
- + Facilities Management Requests
- + IT Service Requests
  - Website Service Request
  - CRM Request
  - Employee Photo ID
  - Carpool

**Submit a Facilities or IT Service request**

*For Ricoh issues call support @1-888-742-6417 or go to myricoh.ca and sign up to create a service request. Please include device serial # as well as a description of the problem.*

- Print Services Online Request

**Forms**

- Annual Report
- Payroll Forms (Benefit Forms Resource Centre)
- Digital Forms & Processes Resource Centre - Etrieve
- Continuing Studies
- Contract/Agreement Routing
- Education Council

**All benefit forms incl. change/claim forms**

**Digital forms & procedures (etrieve)**

**Forms**

- Professional Development/Training
  - PD Application - Admin
  - Support Staff - Terms of Reference
  - Support Staff - Application Regular Funding
  - Support Staff - Service Improvement Fund Application
  - SIF Activity Report
  - Support Staff - Service Improvement Fund Guidelines
  - Excluded Support Staff - Application and Procedures
  - Vocational PD Application Form
  - Vocational PD Activity Report
  - Vocational PD Guidelines
  - Faculty - ESL Consent Form
  - Faculty - ESL Application Review Guidelines
  - Faculty - ESL OCEA Collective Assessment Guidelines

**Access to all professional development forms**

### My Leaves (not available at this time but being restored)

All leaves are entered online using our Electronic Leave Management System (ELMS) (except Partial Leaves without Pay and Compensatory Time off requests). When you enter ELMS, you will see a page that looks like this:

Click to see current year's leave breakdown

Click to enter a new leave request

[User Guide](#)

**For more info on ELMS**

**Note:**

- ELMS is an hours-based system, therefore, a typical work day is based on 7 hours for full-time *non-instructional* employees and 6 hours for full-time *instructional* employees. Enter your leave on the basis of your scheduled daily hours.
- Faculty balances are displayed in days.

Leave Balances for Vanessa Griffin (300101013)

Leave Code	Description	Begin Balance	Accrued	Leave Taken	Leave Booked	Current Available	Leave Requested (pending approval)
CMLV	Compassionate/Family	0.00	21.00	0.00	0.00	21.00	0.00
SICK	Sick	109.00	52.00	52.00	0.00	99.00	0.00
VACA	Vacation - Annual	0.00	175.00	35.00	35.00	105.00	28.00

Enter a new request      Review requests pending approval

*\*pending requests NOT deducted from current available bal.*

**Please note:** This example is in hours. **Faculty leaves display in days** whereas all other groups display in hours. The columns indicate the following:

- **Begin Balance** is carry over from previous year
- **Accrued** is this year's allotment
- **Leave Taken** is leave already taken for year
- **Leave Booked** is future leave (not taken yet)
- **Current Available** is leave remaining
- **Leave Requested** is leaves waiting to be approved\*

### To submit a request

Click on "Enter a new request" and you will be taken to the below form:

Select Approver

Name: Chris Rawson      Email: CRawson@okanagan.bc.ca

Enter Leave Request

Employee: Vanessa Griffin      Request Type: Vacation - Annual

Start Date: 21-Dec-2009      End Date: 24-Dec-2009

Day	Date	Hours
Mon	21-Dec-2009	7
Tue	22-Dec-2009	7
Wed	23-Dec-2009	7
Thu	24-Dec-2009	7
Total:		28

Comments: Sick - Employee

Send Request

Select your Supervisor from the drop down menu

Select type of leave and dates

Add another request (as shown)

Enter msg for Supervisor (optional)

You can change the hours if you take less than a full day or put negative numbers to cancel a request



## Employee Excellence Awards

The Okanagan College Employee Excellence Awards program recognizes the contributions made by employees. The program has been developed in concert with the College's bargaining groups and complements the existing Distinguished Service Award and the Employee Long Service Recognition program.

Take time to recognize those you work with who have made a difference to you, to students and the institution.



Annually, an event will be held to announce and celebrate the winners. The inaugural event was held May 2, 2012. The following 7 awards are offered (click on the link below for a full explanation of each award):

- **College Engagement Award**
- **Community Mentorship Award**
- **Courage to be Creative Award**
- **Instructional Excellence Award**
- **Leadership Award**
- **Service Excellence Award**
- **President's Award** (given at the discretion of the President and will not necessarily be awarded every year).

The nomination forms and listing of the recipients are available at: [Employee Excellence Awards](#)





## Sustainability

### Definition of Sustainability:

*Sustainability is a way of working and living that meets current needs for commerce, living, habitation, food, transportation, energy and entertainment without compromising the ability of future generations to meet their own needs.*

Under our mission to “Transform Lives and Communities”, and our vision to “address the human and financial resources, infrastructure, and environmental challenges that will accompany anticipated demographic, economic, and social changes”, we have adopted as one of our Five Key Directions to “Focus on Organizational Sustainability”.

We have an opportunity and an obligation to ensure that our students who will leave the college and go on to become the next generation of community leaders have the awareness and skills necessary to ensure the future sustainability of our society and the planet.

Our role as staff of Okanagan College is to model sustainability and encourage and support student appreciation of the importance of sustainability in their daily lives.

As a College we continue to undertake challenging projects and activities that push the frontier of sustainability and provide models for others in our communities. Okanagan College has a worldwide reputation for sustainable buildings. Our construction projects have utilized a variety of sustainable construction standards including: LEED, Passive House, Energy Net Zero, WELL, Carbon Zero and Living Building Challenge. You can check out our [Sustainability Web Page](#) for more of our highlights.

As a member of AASHE, (Association for the Advancement of Sustainability in Higher Education), Okanagan College is participating in their STARS Program (Sustainability Tracking Assessment and Rating System).

STARS covers almost all aspects of sustainability and provides us with many benefits:

- A framework to develop new initiatives.
- A method of measuring and tracking our progress.
- A forum to collaborate with other institution and share best practices.

We achieved an initial score of Silver and were the first college in BC to do so. As we continue to develop our sustainability program, we look forward to improving our rating and continuing as a beacon for other institutions to follow.



## Group Benefits at Okanagan College

Okanagan College provides comprehensive group benefits to eligible employees, which may include coverage for Life Insurance, Accidental Death & Dismemberment (AD&D), Long Term Disability (LTD), Extended Health Care (EHC), Dental, and Emergency Travel Assistance (ETA).

Okanagan College pays 100% of premiums for group benefit coverage with a few exceptions such as LTD for exempt employees (Senior Managers, Administrators & Excluded Staff) which is employee paid.

Detailed benefit booklets are available electronically under the **Plan Member** link on the **Manulife Financial** website at: [Manulife Group Benefits](#)

### Who is eligible?

**As a Senior Manager, Administrator, or Excluded Staff**, you are eligible as a continuing employee with 50% or greater workload **or** as a term employee with an appointment of 6 months or more with 50% or greater workload.

**As a Faculty member**, you are eligible for all benefits as a continuing employee with 50% or greater workload **or** for benefits except for LTD as a term employee with a full-time appointment of 5 months or more.

**As a Vocational Instructor**, you are eligible as a regular employee with 50% or greater workload **or** as a non-regular employee with an appointment of 6 months or more with 20 or more hours per week (must have 30 hours per week for LTD and Dental).

**As a Support Staff employee**, you are eligible as a regular employee with 50% or greater workload **or** for benefits except LTD as a non-regular employee after 2,520 accumulated hours with a workload of 50% or greater.

### What is included in my group benefit coverage?

**Life Insurance** provides financial protection to an employee's beneficiaries in the event of an employee's death while insured. Accidental Death & Dismemberment (AD&D) provides financial protection to an eligible employee in case of accident resulting in injury to, or loss of, limb(s) or financial protection to an employee's beneficiaries in the event of the employee's accidental death while insured. Optional Life and optional AD&D are available as an employee paid benefit.

**Long Term Disability (LTD)** provides an eligible employee with financial assistance in the form of income replacement in the event the employee becomes disabled under the terms of the plan and unable to work.



**Extended Health Care (EHC)** provides coverage for eligible employees and their dependents for certain health related services not covered by the provincial Medical Services Plan (MSP) including reimbursement for prescription drugs; medical travel expenses; professional services such as chiropractor; registered massage therapist; ambulance; eyeglasses and/or lenses; and other supplies and services as outlined in the benefit booklets.

**Dental** provides eligible employees and their dependents with coverage for specific preventative and restorative dental services.

**Emergency Travel Assistance** provides coverage for eligible employees and their families in the event emergency medical expenses occur when traveling out of province or country.

### **Employee and Family Assistance (EFAP)**

Okanagan College provides an **Employee and Family Assistance Program (EFAP)** through an external service provider. This program provides eligible employees and their families with access to **confidential** short-term counseling services to discuss work-related or personal issues with qualified and experienced professional counselors outside of the workplace.

Eligible employees of Okanagan College along with their dependents, can access employee assistance services through [Homewood Health](#). To arrange counselling with a Homewood Health professional call toll-free 1-800-663-1142 or TTY: 1-888-384-1152 . A professional consultant can provide advice and resources to assist you with a wide range of issues such as:

- **Life:** Stress/Overload, Anxiety, Depression, Grief/Loss, Community
- **Family:** Parenting, Separation/Divorce, Blended Families, Caring for Older Adults, Education
- **Money:** Saving/Investing, Debt Management, Estate Planning/Wills, Home Buying/Renting
- **Work:** Work Relationships, Job Stress/Burnout, Managing People
- **Health:** Fitness/Nutrition, Sleep, Addiction/Recovery, Smoking Cessation

In addition, employees can access online health and wellness assessments, many articles on health, life balance and the workplace, interactive tools and more through the online resource. To access these resources, eligible employees must create an individual profile on the Homewood Health website.

Homewood Health also has a mobile app available at the App Store and at Google Play. Once you have downloaded the app, follow the instructions to log in with your individual profile. After the initial log in, just tap the icon on your phone's screen to launch the Homewood Health application.



## How do I apply for vacation, sick leave or other leave? How do I know if I am eligible for this leave?

The policy or collective agreement governing your terms and conditions of employment provides information with respect to your eligibility for specific types of leave and whether the leave is paid or unpaid.

You can access your respective policy or collective agreement electronically under the **Policies / Agreements** link on the **Human Resources** website at: [Policies and Collective Agreements](#)

To apply for leave, you can submit your request electronically for approval through the **Electronic Leave Management System (ELMS)** by logging in to **myOkanagan** and selecting **“My Leave Requests”** under **“OC Express – Administrative Functions”** under the **“Employees”** tab. A link is provided to a **User Guide** to assist you when using the electronic leave system.

## Pension Plans

### What is the pension plan?

At Okanagan College, there are two pension plans – the College Pension Plan and the Municipal Pension Plan – which are public sector plans administered by the BC Pension Corporation.

### Which plan can I enroll in?

As an eligible Okanagan College Excluded Support Staff or BCGEU Support Staff employee, you can elect to enroll in the Municipal Pension Plan.

As an eligible Okanagan College Senior Manager, Administrator, Faculty or Vocational employee, you can elect to enroll in the College Pension Plan.

### How do I become a member?

Enrolment rules are specific to each pension plan as legislated.

#### **Municipal Pension Plan:**

As an Excluded Support Staff or BCGEU Support Staff employee in a regular full-time position at Okanagan College, enrolment in the Municipal Pension Plan is mandatory. As an employee in a regular, part-time position of 50% or (17.5 hours per week or more) enrolment in the Municipal Pension Plan is optional immediately based on an Okanagan College Board Resolution.

As an employee in a regular sessional, regular part-time of less than 50% ,or a non-regular position at Okanagan College, enrolment in the plan is optional. Employees can choose to enroll once specific



eligibility criteria by the pension plan have been met. There may be exceptions to the above enrolment eligibility criteria which can impact your eligibility and enrolment.

### **College Pension Plan:**

As a Senior Manager, Administrator, Faculty or Vocational employee in a permanent position at Okanagan College, enrolment in the College Pension Plan is mandatory. As an employee in a non-permanent position at Okanagan College, enrolment in the plan is optional; however, enrolment becomes mandatory once you have reached 50% of YMPE in any calendar year.

There may be exceptions to the above enrolment eligibility criteria which can impact your eligibility and enrolment.

### **What does the pension plan provide?**

The pension plan provides a regular lifetime income for plan members who retire from work. The pension plan is a defined benefit plan meaning that the pension benefit is based on how many years an employee makes contributions to the plan and the average of the highest five years of salary (not necessarily the last five years).

### **How much does it cost me? Does Okanagan College also contribute to the plan on my behalf?**

To fund the plan, both you as a plan member and Okanagan College as your employer make regular contributions based on eligible earnings.

As a member of the Municipal Pension Plan, you contribute to the pension plan through payroll deductions; effective January 1, 2022, the deductions are based on 8.61% of your eligible earnings. Okanagan College also contributes to the Municipal Pension Plan on your behalf at 9.31%.

As a member of the College Pension Plan, you contribute to the pension plan through payroll deductions; effective April 1, 2019, the deductions are based on 10.24% of your eligible earnings. Okanagan College also contributes to the pension plan on your behalf at 10.34%.

### **Can I transfer service from another pension plan?**

If you have contributed to a pension plan in the past and have left your contributions on deposit, you may be able to transfer service to the pension plan if there is a transfer agreement between the two plans. For more information on transferring service, contact your current plan – College Pension Plan or Municipal Pension Plan.



## When can I retire?

The normal retirement age for members of the pension plans is sixty-five (65). Earliest retirement age for members of either pension plans is 55 years of age. The pension plan will provide a lifetime income for plan members who retire from work.

## How can I find what my pension benefit will be when I retire?

A comprehensive pension statement referred to as your Member's Benefit Statement will be provided to you annually by the pension plan outlining your pension contributions and your projected pension benefits upon retirement. Additionally, both pension plans provide tools on their website ([www.pensionsbc.ca](http://www.pensionsbc.ca)) that can assist you in estimating your pension benefit upon retirement.

## Where can I find out more information about the pension plan?

The BC Pension Corporation offers a comprehensive website at [www.pensionsbc.ca](http://www.pensionsbc.ca). You may select either the College or the Municipal Pension Plan link to access detailed information regarding your specific pension plan and to obtain a copy of the College or Municipal Pension Plan's "Guide for New Members".

## Contact information

### Cheryl Dempsey, Pension & Benefits Coordinator

Telephone: 250-762-5445 ext. 4603

E-mail: [cdempsey@okanagan.bc.ca](mailto:cdempsey@okanagan.bc.ca)

### Edith Nagy, Pension & Benefits Coordinator

Telephone: 250-762-5445 ext. 4290

E-mail: [enagy@okanagan.bc.ca](mailto:enagy@okanagan.bc.ca)

### College Pension Plan

Telephone: 1-888-440-0111

Email: [CPP@pensionsbc.ca](mailto:CPP@pensionsbc.ca)

Website: [www.cpp.pensionsbc.ca](http://www.cpp.pensionsbc.ca)

### Municipal Pension Plan

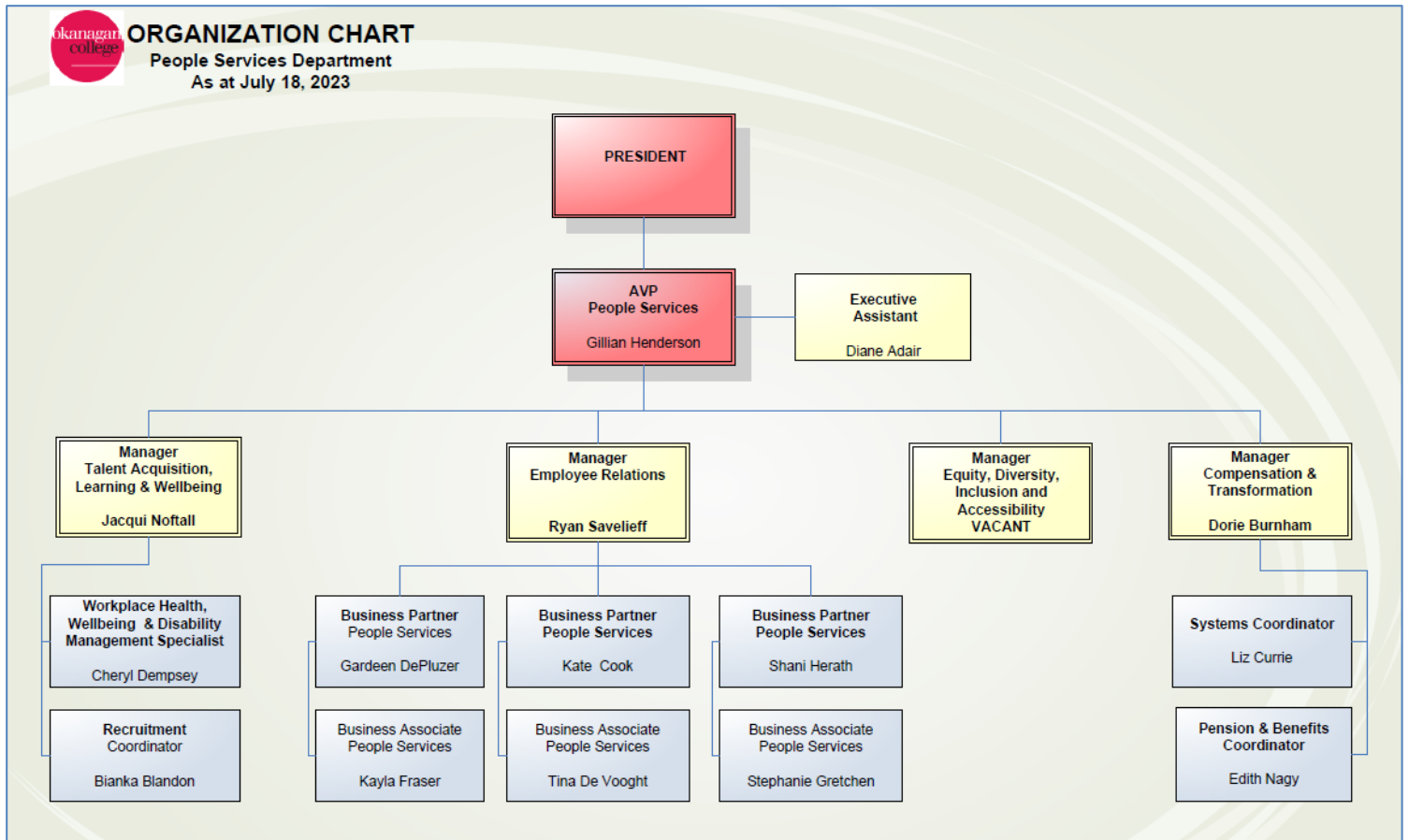
Telephone: 1-800-668-6335

Email: [MPP@pensionsbc.ca](mailto:MPP@pensionsbc.ca)

Website: [www.mpp.pensionsbc.ca](http://www.mpp.pensionsbc.ca)



## Meet your People Services Team



People Services offices are located in the Centre for Learning in **E508**, on the 5<sup>th</sup> floor – down the hallway on the right.



**Gill Henderson, AVP**

Telephone: 250-762-5445, ext. 4419

E-mail: [ghenderson@okanagan.bc.ca](mailto:ghenderson@okanagan.bc.ca)

**Diane Adair, Executive Assistant**

Telephone: 250-762-5445, ext. 4717

E-mail: [deadair@okanagan.bc.ca](mailto:deadair@okanagan.bc.ca)

**Ryan Savelieff, Manager, Employee Relations**

Telephone: 250-762-5445 ext. 4807

E-mail: [rsavelieff@okanagan.bc.ca](mailto:rsavelieff@okanagan.bc.ca)

**Dorie Burnham, Manager, Compensation & Transformation**

Telephone: 250-762-5445 ext. 4223

E-mail: [dburnham@okanagan.bc.ca](mailto:dburnham@okanagan.bc.ca)

**Jacqui Noftall, Manager, Talent Acquisition, Learning and Wellbeing**

Telephone: 250-762-5445, ext. 4390

E-mail: [jnoftall@okanagan.bc.ca](mailto:jnoftall@okanagan.bc.ca)

**Health & Wellbeing**

**Cheryl Dempsey, Workplace Health, Wellbeing & Disability Management Specialist**

Telephone: 250-762-5445 ext. 4603

E-mail: [cdempsey@okanagan.bc.ca](mailto:cdempsey@okanagan.bc.ca)

**Pension & Benefits**

**Edith Nagy, Pension & Benefits Coordinator**

Telephone: 250-762-5445 ext. 4290

E-mail: [enagy@okanagan.bc.ca](mailto:enagy@okanagan.bc.ca)

**Recruitment**

**Bianka Blandon - Recruitment Coordinator**

Telephone: 250-762-5445 ext. 4650

E-mail: [bblandon@okanagan.bc.ca](mailto:bblandon@okanagan.bc.ca)





## Systems Coordinator

**Liz Currie, Systems Coordinator**

Telephone: 250-762-5445 ext. 4547

E-mail: [lcurrie@okanagan.bc.ca](mailto:lcurrie@okanagan.bc.ca)

## People Services Business Partners

**Gardeen DePluzer, Business Partner**

Telephone: 250-762-5445 ext. 4718

E-mail: [gndepluzer@okanagan.bc.ca](mailto:gndepluzer@okanagan.bc.ca)

**Kate Cook, Business Partner**

Telephone: 250-762-5445 ext. 4208

E-mail: [kcook@okanagan.bc.ca](mailto:kcook@okanagan.bc.ca)

**Shani Herath, Business Partner**

Telephone: 250-762-5445 ext. 4761

E-mail: [sherath@okanagan.bc.ca](mailto:sherath@okanagan.bc.ca)

## People Services Associates

**Tina De vooght, Associate**

Telephone: 250-762-5445, ext. 4228

E-mail: [tdevooght@okanagan.bc.ca](mailto:tdevooght@okanagan.bc.ca)

**Stephanie Gretchen , Associate**

Telephone: 250-762-5445 ext. 4291

E-mail: [sgretchen@okanagan.bc.ca](mailto:sgretchen@okanagan.bc.ca)

**Kayla Fraser, Associate**

Telephone: 250-762-5445 ext. 4449

E-mail: [kcfrazer@okanagan.bc.ca](mailto:kcfrazer@okanagan.bc.ca)



## Employee Groups

All employee policies and collective agreements are located online at [Policies and Collective Agreements](#)

Please see below the contact information for your employee group:

### Admin Association

#### **Nancy Darling**

E409, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4288

Email: [ndarling@okanagan.bc.ca](mailto:ndarling@okanagan.bc.ca)

### Okanagan College Faculty Association (OCFA)

#### **Sharon Mansiere**

583 Duncan Avenue, Penticton, BC V2A 8E1

Telephone: 250-328-2206

Email: [smansiere@okanagan.bc.ca](mailto:smansiere@okanagan.bc.ca)

### BCGEU Vocational Instructors

#### **Cam McRobb**

B115, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4258

Email: [cmcrobb@okanagan.bc.ca](mailto:cmcrobb@okanagan.bc.ca)

### BCGEU Support Staff

#### **Karolynn Green**

1000 KLO Road, Kelowna, BC V1Y 4X8

Email: [BCGEUSupportChair@okanagan.bc.ca](mailto:BCGEUSupportChair@okanagan.bc.ca)

### BCGEU Vocational/Support Staff Representative

#### **Kelly Hutchinson**

1064 Borden Avenue, Kelowna, BC V1Y 6A8

Telephone: 250-763-6405

E-mail: [kelly.hutchinson@bcgeu.ca](mailto:kelly.hutchinson@bcgeu.ca)



## Departments

The following pages include a brief overview of Okanagan College’s departments, their locations, the services they offer & contact information



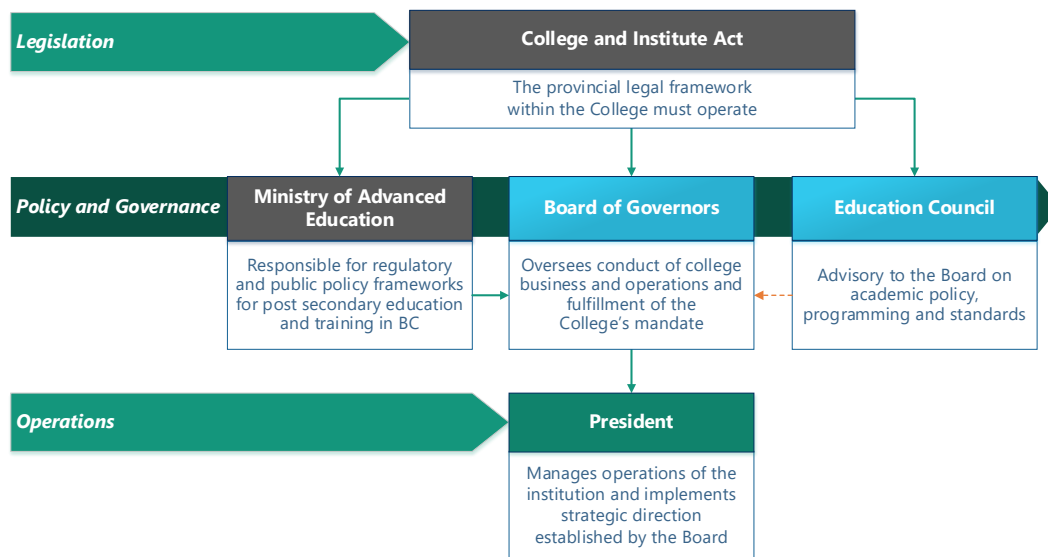
## Governance Office

### Location

Kelowna Campus – Student Services Building

### Overview

Under the following framework and with authority under the [College and Institute Act](#), the Governance



Office supports the Board of Governors.

### Board Responsibilities

- Oversees conduct of College business and operations and fulfilment of the College’s mandate.
- Provides oversight and approval on academic matters as recommended by Education Council.
- Establishes the powers and duties of the President.
- Establishes bylaws and approves Board policies for the institution.

### Programs/Services

- Supports the Board of Governors in carrying out the College’s business and affairs.
- Provides support for the coordination of policy development processes, privacy and legal matters.
- Acts as a conduit between the Board of Governors and the Ministry of Post Secondary Education, and Future Skills Training for governance and policy matters.



- Liaises with Education Council, who acts in an advisory and joint approver role to the Board of Governors on matters concerning education services, programming, and curriculum development.

## Resources

Board bylaws, meeting schedules, committees, and membership can be found on the Board [website](#).

## Primary Contacts

Joanna Campbell, Senior Administrative Officer, Coordination and Operations

S105J, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4715 or (direct) 250-862-5403

Email: [jcampbell@okanagan.bc.ca](mailto:jcampbell@okanagan.bc.ca)

**Kristen Wiebe, Governance and Privacy Coordinator**

S105B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4712 or (direct) 250-862-5472

Email: [governance@okanagan.bc.ca](mailto:governance@okanagan.bc.ca)



## Education Council

### Overview of Services offered

Okanagan College is governed by [The College and Institute Act](#) ("the Act"). The Act establishes a bicameral system of institutional governance. In this dual governance structure both the OC Board of Governors and Education Council are assigned roles and responsibilities.

The powers and duties of Education Council are described in three sections of the Act. These powers and duties are:

- the sole responsibility to set curriculum content, academic standards, and certain policies outlined in Section 24 of the Act;
- the joint responsibility with the Board on matters related to course transfer and other matters agreed to by the Board and Education Council, covered in Section 25 of the Act;
- the advisory responsibility for providing advice to the Board on the development of educational policies and a number of broad institutional issues defined by Section 23 of the Act.

### Programs/Services

- Education Council meets monthly from September through June to review curriculum, academic policy and other responsibilities under the Act. Education Council membership, the meeting schedule, meeting minutes and items approved by Council are available on the Council web site. Standing committee information is provided on the same site: [Education Council](#)
- Standing Committees:
  - Four Curriculum standing committees (CPRC), one for each Portfolio. Continuing Studies proposals are considered by the most-relevant CPRC.
  - An Academic Regulations and Policy (ARP) standing committee
  - A Curriculum Criteria and Calendar (CCC) standing committee recommends on curriculum criteria, develops and revises curriculum forms and recommends on calendar issues
  - A Tributes standing committee recommends on special awards and ceremonies
  - An Operations standing committee functions during the summer and when decisions need to be made on very short notice

### Primary Contact

#### **Pui Ling (Amy) Chan, Education Council Assistant**

S109, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4491

Email: [educationcouncil@okanagan.bc.ca](mailto:educationcouncil@okanagan.bc.ca)



## Office of the President

### Location

Kelowna Campus – Student Services Building

### Overview

- The Office of the President acts as the point of contact between the Board of Governors and College staff.
- The President provides a community profile for the College.
- The President represents the College on numerous boards and committees related to post-secondary education, program development and delivery and government programming where it relates to the College's own mandate.

### Responsibilities

- Executive Committee
- Leadership Council
- Institutional Governance
- Development of Policy & Procedures
- Offices Reporting Directly to the President
  - Provost & Vice President Academic
  - CFO & Vice President, Corporate Services
  - Vice President, Enrolment and College Relations
  - Director, Advancement & Foundation
  - Assoc. Vice President, People Services
  - Director, Indigenous Relations & Reconciliation
  - Special Advisor to the President, In Community Program Design

### Primary Contacts

**Joanna Campbell, Senior Administrative Officer  
Coordination and Operations**

S105J, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4715 or (direct)  
250-862-5403  
Email: [jcampbell@okanagan.bc.ca](mailto:jcampbell@okanagan.bc.ca)

**Shannon Hawthorne, Executive Office Assistant**

S105J, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4788  
Email: [shawthorne@okanagan.bc.ca](mailto:shawthorne@okanagan.bc.ca)



## Provost & Vice President Academic Office

### Location

Kelowna Campus – Student Services Building

### Overview of Services offered

- The Provost, Vice President, Academic Office handles all administrative duties related to the PVPA office and oversees the Associate Vice President Educational Services, Office of the Registrar, all of the Portfolio Deans, Associate Deans, the Director of Continuing Studies & Corporate Training, the Director of Learning and Applied Research for the institution as well as BCBTAC.
- The PVPA office also oversees programming related to all of the portfolios and the evaluation process

### Programs/Services

- Course Offerings
- Evaluations
- FTE's
- Deans Forum
- Extended Study Leave
- Grant in Aid
- Instructional Leadership
- Professional Allowance
- Professional Development
- Education Plans
- PSIPS
- Student Review Committee

### Primary Contact

#### Lara Jennings, Executive Assistant

S105, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4739

Email: [ljennings@okanagan.bc.ca](mailto:ljennings@okanagan.bc.ca)





## CFO & Vice President Corporate Services Office

### Location

Kelowna Campus – Student Services Building

### Portfolio Overview

The CFO & Vice President Corporate Services is Okanagan College's Chief Financial Officer.

The Office is responsible for and provides institutional leadership for Okanagan Colleges' administrative and operational service areas:

- Ancillary and Business Services
- Campus Planning and Facilities Management
- Financial Services
- Institutional Research
- IT Services

In addition, the Office of the CFO & Vice President Corporate Services oversees campus and facility planning; plays a key role in determining the College's strategic direction; and, participates in the overall management of Okanagan College.

### Primary Contact

**Tanya Harding, Executive Assistant**

S105, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4205

Email: [tharding@okanagan.bc.ca](mailto:tharding@okanagan.bc.ca)



## College Relations

### Location

Kelowna Campus – Centre for Learning

### Portfolio Overview

College Relations (CR) at OC provides strategic leadership and a range of supports across the College in the areas of: internal communications, media relations, public affairs, web and social media, digital and traditional marketing, promotions, graphic design, photography/videography, branding and event coordination. The CR team works with all departments and portfolios on key projects and initiatives aligned to OC's Inspire strategic plan. The team also provides support to the Okanagan College Alumni Association and is engaged in growing our alumni relations. The VP, Enrolment & College Relations works with the President to develop relationships with all levels of government and institutional partners.

### Overview of Services offered

- College Relations deals with matters related to the media, external relations, and communications: this includes supporting requests to OC from reporters, news releases, media and public events, advocacy and internal and external communication.
- College Relations leads public relations activities, including supporting the President's Office with government relations, and providing leadership to several annual OC campus and community events, including Convocation Ceremonies, Open House and the Spaghetti Bridge Building Contest.
- The College Relations team includes in-house graphic designers, who assist departments and portfolios with the production of a range of materials, including: the Okanagan College Viewbook, department brochures/viewbooks, OC-wide promotions and key graphic design projects.
- College Relations oversees institution-wide internal communications, including staff memos, FAQs and updates as required, and sharing stories of milestones, achievements and progress through College Matters and InsideOC.
- College Relations provides expertise and support to departments as they communicate on web and social media, including digital marketing and online ads, organic and paid social media, OC website content, etc. The department monitors compliance with the institutional Social Media policy.
- College Relations offers departments various training and refreshers on the College's website content management system (CMS), building a tailored digital strategy, and updating content in



their section of the website. Other supports include media training, assistance proof-reading and editing communications drafts, and identifying photo or video content for key projects.

## Programs/Services

- Media Relations, including: reporter inquiries, news releases, media events, issues management
- Public Relations, including: College events, stakeholder engagement
- Internal Communications, including: College Matters, weekly and monthly newsletters, notices and employee communications
- Traditional (print) and digital marketing
- Events Promotion & Coordination
- Graphic Design
- OC website development and updates
- Social media, including: Managing the corporate accounts, and providing leadership and support to departmental accounts
- Alumni Relations
- Government Relations

## Primary Contacts

### **Jenn Goodwin, VP, Enrolment & College Relations**

S105F – 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445 ext. 4534

Email: [jgoodwin@okanagan.bc.ca](mailto:jgoodwin@okanagan.bc.ca)

### **Kevin Parnell, Associate Director, College Relations**

E501 – 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250- 762-5445

Email: [kparnell@okanagan.bc.ca](mailto:kparnell@okanagan.bc.ca)

### **Anthony Grzegorzewski, Executive Assistant**

S-105 – 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5545 ext. 4729

Email: [agrzegorzewski@okanagan.bc.ca](mailto:agrzegorzewski@okanagan.bc.ca)



## Okanagan College Alumni Association

### Location

Kelowna Campus – Centre for Learning

### Overview of Services offered

Okanagan College and Okanagan University College graduates are all members of the Okanagan College Alumni Association

- The Alumni Association recognizes the successes of Okanagan College alumni through its Distinguished and Young Alumni awards, publishes newsletters to keep alumni current on College news, provides social opportunities for alumni to get together and raise funds for student financial awards and provides opportunities to volunteer
- The Alumni Association also provides services to alumni of Okanagan College such as life, travel, health & dental insurance, merchandise sales, and discount programs

### Programs/Services

The Alumni Association provides services to alumni of Okanagan College that include:

- employment services;
- life, travel, health & dental insurance;
- merchandise sales
- student bursaries;
- annual prize draws & alumni discounts;
- mentorship events;
- Okanagan College Works employer visits; electronic newsletters;
- special events, such as Distinguished and Young alumni awards;
- networking and volunteer opportunities;
- Perkopolis; Online Community; mentorship

### Primary Contact

#### **Ginger Albrecht, Alumni Relations Coordinator**

E105, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4214 or Toll-free: 1-888-650-6968

Email: [alumni@okanagan.bc.ca](mailto:alumni@okanagan.bc.ca)

Website: <https://www.okanagan.bc.ca/alumni>



## Advancement

### Location

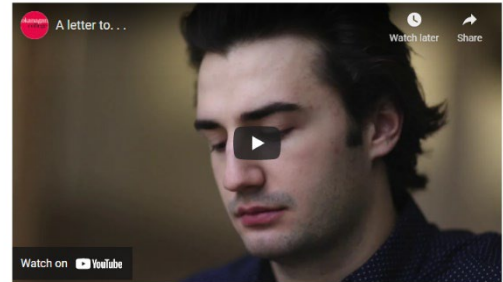
Kelowna Campus – P Building

### Overview of Services offered

The Advancement office facilitates, coordinates, and manages the fundraising and sponsorship activities for Okanagan College.

By building philanthropic relationships with donors who share our passion for the transformative power of education, we have helped students fulfill their dreams, and invested in state-of-the-art buildings and equipment which reflect the quality of Okanagan College’s teaching and learning.

Because you give, students are following their dreams



### Programs/Services

- Fundraising for scholarships, awards, bursaries, program support and capital projects
- Partnership & sponsorship opportunities
- Host annual student award ceremonies (distributing scholarships/bursaries to students) in all four regions
- Host donor recognition events and information sessions
- Host fundraising events, such as OC Cooks and [annual golf tournament](#)
- Collaborate with stakeholders on [third-party events](#) that benefit Okanagan College
- Receive and receipt donations to Okanagan College and the Okanagan College Foundation
- Database and awards management
- Coordinate the [50/50 staff lottery](#)
- Coordinate the [Okanagan College Foundation Vehicle Auction](#)
- [Ways to Give:](#)
  - Planned giving (estate giving)
  - Gifts-in-Kind
  - Donation of Securities
  - Okanagan College Family Campaign, such as [Payroll giving](#) and [Online giving](#)

### Primary Contacts

#### Helen Jackman, Director

P103A, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4775  
Cell: 250-215-6029  
Email: [hjackman@okanagan.bc.ca](mailto:hjackman@okanagan.bc.ca)

#### Dawn Douglas, Executive Assistant

P103C, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4774  
Toll-free: 1-888-650-6968  
Email: [ddouglas@okanagan.bc.ca](mailto:ddouglas@okanagan.bc.ca)



## Okanagan College Foundation

### Location

Kelowna Campus  
P Building



### *We inspire giving to transform lives and communities.*

We engage community to invest in Okanagan College's campuses, learning spaces, equipment and programs, and we create opportunities for donors to help students fulfill their potential through education.

### Responsibilities

- We build **sustainable funds** which support the success of today's students and manage the growth of our endowment to safeguard that of future generations
- We build **trust and credibility** with donors through sound financial management and good governance. We value transparency and integrity and adopt the Donor Bill of Rights.
- We support the College's commitment to **equality, diversity, inclusion and social justice**.
- We pledge to **work with, learn from and listen to our Indigenous communities** as we engage donors to help advance the College's journey towards reconciliation.
- We **engage community to support Okanagan College's Inspire Plan** – fund development responds to and advances the strategic priorities of the College and the regions it serves.

### Strategic Priorities

- Raising the **profile** of Okanagan College as a 'destination of choice' for philanthropy
- Enhancing **donor loyalty** to ensure our donors are at the heart of all we do
- Building a **culture of philanthropy** within Okanagan College
- Strengthening **fundraising programs** and revenue generation strategies.

### Primary Contacts

#### Helen Jackman, Executive Director

P103A, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4775  
Cell: 250-215-6029  
Email: [hjackman@okanagan.bc.ca](mailto:hjackman@okanagan.bc.ca)

#### Dawn Douglas, Board Secretary

P103C, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4774  
Toll-free: 1-888-650-6968  
Email: [ddouglas@okanagan.bc.ca](mailto:ddouglas@okanagan.bc.ca)

Website: [www.okanagancollegefoundation.ca](http://www.okanagancollegefoundation.ca)



## People Services

### Location

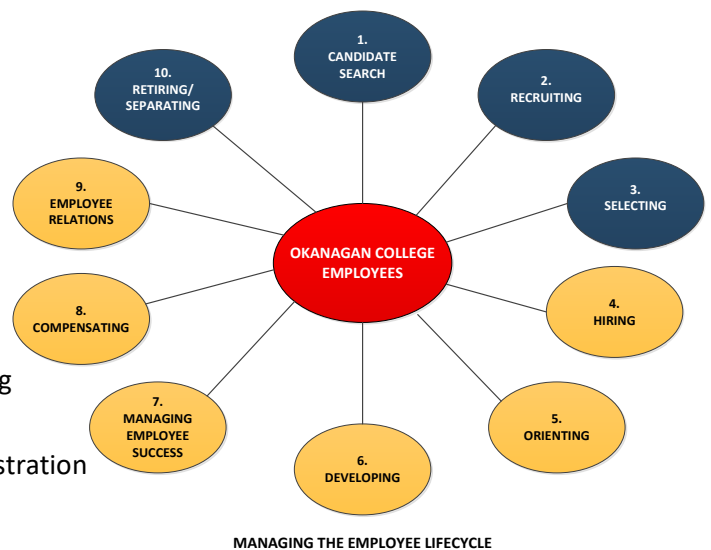
Kelowna Campus – Centre for Learning (E508)

### Overview of Services offered

- The People Services Department provides strategic, consultative & transactional services relating to College employees

### Programs/Services

- Policy Development
- Employee and Labour Relations
- Collective Bargaining
- Recruitment
- Orientation
- Job Descriptions & Job Analysis
- Systems & Reports
- Employee Records, Data Collection & Reporting
- Workforce & Succession Planning
- Compensation System Design & Salary Administration
- Benefits Program Design & Administration
- Pension Administration
- Training & Professional Development
- Human Rights Advising and Intervention
- New Employee Orientation
- Employee Excellence Awards
- Workplace Health and Wellbeing
- EDISJ



### Primary Contacts

#### Gill Henderson, AVP

E508G, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4419

Email: [ghenderson@okanagan.bc.ca](mailto:ghenderson@okanagan.bc.ca)

#### Diane Adair, Executive Assistant

E508, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4717

Email: [deadair@okanagan.bc.ca](mailto:deadair@okanagan.bc.ca)



## Regional Campus – Shuswap/Revelstoke

### Location

Salmon Arm Campus – Administrative Building (SA103)

### Overview of Services offered

- All locally delivered Student Services
- Community relations
- Liaison with Revelstoke Centre
- Oversight of the Salmon Arm Trades building
- Involved with Master Plan for the Salmon Arm Campus, new building structures and large renovation projects

### Programs/Services

- Admissions and Registration
- Student Services and Support
- Continuing Studies
- Campus Facility and Operations
- Crisis Management Support
- Campus Committees
- Facilities and Space Planning
- Regional Advisory Committee
- Aboriginal Services
- Financial Aid & Awards

### Primary Contacts

#### Salmon Arm Campus & Revelstoke Campus

#### Margaret Scharf, Campus Administrator

SA105, 2552 10<sup>th</sup> Avenue NE, Salmon Arm, BC V1E 2S4

Telephone: 250-832-2126, ext. 8238

Email: [mscharf@okanagan.bc.ca](mailto:mscharf@okanagan.bc.ca)





## Regional Campus – North Okanagan

### Location

Vernon Campus – Administration Building

### Overview of Services offered

- Administration of the campus and associated student services
- Community relations i.e. Regional Advisory Committee and participation in relevant community committees, boards and initiatives
- Management of new campus initiatives
- Campus facility and scheduling oversight
- Involved with the Master Plan for the Vernon Campus, new building structures and large renovation projects
- Oversight of Vernon Trades Facility and Aerospace Campus

### Programs/Services

- Community relations
- Campus committees
- Program development
- General Student Services and support
- Admissions and Registration
- Student Recruitment and Retention
- Campus Facility and Operations
  - Vernon campus has a bicycle compound. SALTO Access can be given in the Administration office.
- Event Coordination and planning
- Crisis Management Support
- Aboriginal Services
- Financial Aid & Awards
- Success Centre

### Primary Contact

#### **Angie Lof, Campus Administrator (as at August 31, 2023)**

A312, 7000 College Way, Vernon, BC V1B 2N5

Telephone: 250-545-7291, ext. 2355

Email: [alof@okanagan.bc.ca](mailto:alof@okanagan.bc.ca)



## Regional Campus – South Okanagan/ Similkameen

### Location

Penticton Campus – Ashnola Building (PL133)

### Overview of Services offered

- Involved with the Master Plan for the Penticton campus, new building structures and large renovation projects
- The events associated with Student Orientation week are coordinated through this office as well as the Regional Advisory Committee and Campus activities
- Student program scheduling and admissions and registration are coordinated through this office

### Programs/Services

- Admissions and Registration
- Campus Committees
- Campus Facility and Operations
- Crisis Management Support
- Event Coordination and planning
- Regional Advisory Committee
- Community relations
- Program development & support
- Student Services & support
- Student Recruitment & Retention
- Success Centre
- Aboriginal Services
- Financial Aid & Awards
- Student, Graduate and Co-Op Employment Centre

### Primary Contact

#### **Lara Scarfo, Campus Operations Coordinator**

PL140, 583 Duncan Avenue West, Penticton, BC V2A 8E1

Telephone: 250-492-4305 ext. 3215

Email: [lscarfo@okanagan.bc.ca](mailto:lscarfo@okanagan.bc.ca)

#### **Juliana Buitenhuis, Manager, Campus Life and Administration**

PL 139, 583 Duncan Avenue West, Penticton, BC V2A 8E1

Telephone: 250-492-4305 ext. 3217

Email: [jbuitenhuis@okanagan.bc.ca](mailto:jbuitenhuis@okanagan.bc.ca)



## Arts & Foundational Programs

### Locations

Kelowna Campus – Centre for Learning Building (E103)

### Overview of Services offered

- The Dean of Arts & Foundational Programs is the direct supervisor of staff, faculty and instructors in the program areas identified below
- The Dean’s office handles all administrative duties related to the Portfolio’s areas of instruction, including budget development and expenditures, student inquiries, appointment of faculty and staff, leave requests, and instructional support

### Programs/Services

- Department of Adult Upgrading
- Department of Adult Special Education
- Department of English Language
- Arts
  - Department of Anthropology
  - Department of Communications
  - Department of Economics
  - Department of English (plus programming in Fine Arts)
  - Department of Geography and Earth & Environmental Science
  - Department of History
  - Department of Interdisciplinary Studies (including Criminal & Social Justice, Social Work, Women’s Studies, and Indigenous Studies)
  - Department of Modern Languages
  - Department of Philosophy
  - Department of Psychology
  - Department of Political Science
  - Department of Sociology

### Primary Contact

**Michelle Lowry, Executive Assistant to the Dean**

E103, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4649

Email: [mlowry@okanagan.bc.ca](mailto:mlowry@okanagan.bc.ca)



## Trades and Apprenticeship

### Location

Kelowna Campus – Trades Building (T115)

### Overview of Services offered

The Dean's Office handles all administrative duties related to the Portfolio areas of instruction, including budget development, student inquiries, appointment of faculty and staff and instructional support, admissions for apprenticeship, enrollment planning, and classroom scheduling within the Trades building.

#### Programs/Services

- **Apprenticeship programs:** Auto Body and Collision Technician ; Automotive Refinishing Technician, Automotive Service Technician; Carpenter; Construction Craft Worker; Electrician; Gasfitter (Class B), Heavy Mechanical Trades (HDEM, CTM, DEM, TTT), Heavy Duty Equipment Technician; Plumber; Professional Cook; Recreational Vehicle Technician; Refrigeration & Air Conditioning Mechanic; Sheet Metal Worker; Steamfitter/Pipefitter (paused); Welder, Welder A, and Welder B.
- **Foundation programs:** Aircraft Maintenance Engineer Category 'S' (Structures); Collision Repair/Refinishing Prep Technician; Automotive Service Technician; Carpenter/Joiner; Carpenter; Culinary Arts; Electrician; Heavy Mechanical Trades (HDEM, CTM, DEM, TTT); Pastry Arts; Plumbing and Piping Trades; Refrigeration and Air Conditioning Mechanic; Sheet Metal Worker (paused); Studio Woodworking (paused); Welder.
- **Diploma programs:** Aircraft Maintenance Technician; Automotive Service Technology; Collision Repair and Refinishing; Culinary Management.
- **Non Base Funded:** Airbrake Endorsement Theory & Pre-Trip; Authorized Inspector Program; Battery Electric Vehicle Technology and Service Program; Boiler Safety Awareness; Carpentry IP Refresher; Canada Ozone Layer Protection Awareness Program, Cross Connection Control (Backflow Prevention) Certification and Recertification; Culinary Workshops; Electrical IP Refresher; Facility Operator; FSR – ABC (Electrical Codes); Forklift Truck Operator Program; Gasfitter B; General Interest Adult; Safety Training, PC Level 1, 2, 3 Practical Assessment; RV Lifestyle Seminar; Trades Kids; Weld Testing; Women in Trades

### Primary Contact

**Delaney Ross Coordinator, Trades Support**

T115, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4346 E-mail: [dross@okanagan.bc.ca](mailto:dross@okanagan.bc.ca)



## Science and Technology

### Location

Kelowna Campus – Lab Building (C245)

### Overview of Services offered

The Dean's Office handles all administrative duties related to the Portfolio areas of instruction, including budget development, student inquiries, appointment of faculty and staff and instructional support

### Programs/Services

- **Science:** Bachelor of Science – Nursing (years 1 & 2); Biology; Chemistry; Computer Science; Human Kinetics; Mathematics & Statistics; Physics & Astronomy
- **Technology:** Animation; Civil Engineering Technology; Electronic Engineering Technology; Mechanical Engineering Technology; Network & Telecommunications Engineering Technology; Sustainable Construction Management Technology; Water Engineering Technology

### Primary Contact

**Margaret Johnson, Executive Assistant**

C245, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445

Email: [mjohnson@okanagan.bc.ca](mailto:mjohnson@okanagan.bc.ca)



## Health and Social Development

### Location

Kelowna Campus – Lab Building (C245)

### Overview of Services offered

The Dean's Office handles all administrative duties related to the Portfolio areas of instruction, including budget development, student inquiries, appointment of faculty and staff and instructional support

- **Health:** Certified Dental Assistant; Early Childhood Education; Health Care Assistant; Human Service Worker; Pharmacy Technician; Practical Nursing; Therapist Assistant

### Primary Contact

**Laura Berntzen, Executive Assistant**

C245, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4757

Email: [lberntzen@okanagan.bc.ca](mailto:lberntzen@okanagan.bc.ca)



## Okanagan School of Business

### Location

Kelowna Campus – Centre for Learning (E217)

### Overview of Services offered

The Dean's Office handles all administrative duties related to the Portfolio areas of instruction, including budget development, student inquiries, appointment of faculty and staff and instructional support

### Programs/Services

- **Business Administration:**
  - Business Certificates
  - Business Administration Diploma – 6 Specialties
  - Bachelor of Business Administration Degree – 6 Specialties
  - Post-Baccalaureate Certificates – Human Resource Management
  - Post-Baccalaureate Diplomas – Accounting, Human Resource Management, Marketing, Operations Management, Marketing and Data Analytics
- **Food, Wine and Tourism:**
  - Culinary Management Diploma
  - Tourism Management Diploma
- **Commercial Aviation:**
  - Commercial Helicopters Pilot Certificate
  - Commercial Aviation Diploma – Aeroplane
- **Office Administration:**
  - Bookkeeping Accounting Technician Certificate\*\*
  - Administrative Assistant Certificate\*
  - Office Assistant Certificate\*
  - Virtual Administrative Assistant Certificate \*\*\*
  - Legal Administrative Assistant Certificate – Litigation\*\*
  - Legal Administrative Assistant Certificate – Corporate/Conveyancing\*\*
  - Paralegal Diploma \*\*

*\* Offered in Kelowna, Penticton, Vernon and Salmon Arm*

*\*\* Offered in Kelowna only*

*\*\*\* Offered Online only*

### Primary Contact

**Alex Geoffrey, Executive Assistant**

E217, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4325

Email: [ageoffrey@okanagan.bc.ca](mailto:ageoffrey@okanagan.bc.ca)



## Continuing Studies and Corporate Training

### Location

Continuing Studies and Corporate Training (CSCT) operates campuses in Salmon Arm, Vernon, Kelowna, Penticton and Revelstoke.

### Overview of Services Offered

- Designs, develops, and delivers a variety of certificate, government contract, part time vocational, youth, general interest programs and courses throughout the College region and beyond. Courses are delivered face-to-face, distance delivery or a combination of both
- Designs and develops courses for Corporate Training needs
- Responsible for the delivery of Academic Distance Education offerings
- Provides Testing Services for other institutions and agencies, CS exams, OC entrance tests and typing tests

### Programs/Services

- Certificates, part-time Vocational and General Interest courses
- Camp OC
- Corporate Contract Training
- Testing Services
- Distance Education

### Primary Contacts

#### Danelle Greebe, Director

A115, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4523

Email: [dgreebe@okanagan.bc.ca](mailto:dgreebe@okanagan.bc.ca)

#### Karen Hojnocki, Executive Assistant

A112, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4532

Email: [khojnocki@okanagan.bc.ca](mailto:khojnocki@okanagan.bc.ca)





## Learning and Applied Research

### Location

All Campuses - Kelowna Campus Head Office – Business Building

### Overview of Services Offered

The Learning and Teaching Unit has an institutional-wide responsibility for supporting, promoting, and advancing learning, teaching, program quality assessment, education technology and applied research across Okanagan College campuses. The British Columbia Technology Access Centre (BCBTAC) is a research centre that supports the Canadian beverage industry by providing a range of expert analytical, commercial, and sensory services and resources.

### Programs/Services

- **Program Review and Renewal Process**
  - Support for and administration of the Tier 1, 2 and 3 program review process
- **Curriculum Renewal**
  - Support for faculty and instructors in examining core content and strategies for updating curriculum.
- **Learning Outcomes and Course Design**
  - Guiding and helping shape courses and pedagogy for student success.
    - Program development
    - Instructional design
    - Content creation
    - Developing active learning communities
- **Assessment Strategies**
  - Help with strategies and techniques to assess student's understanding of a subject.
- **Student and Educator Engagement**
  - Help shape various engagement approaches, so students stay active and engaged in your course.
- **Technology and Media Creation**
  - Enrich your course curriculum with various types of technology and media creation such as:
    - Storyboard
    - Graphic and illustration development
    - Video and editing
    - Podcasts, etc.



- **Technology Support**
  - Help faculty and instructors to maintain a consistent technical experience.

#### Applied Research

- **Administration of**
  - Innovation Fund
  - Program Advisory Committees
  - President's Entrance Scholarship
  - Applied Research grant applications, contracts, and project management
  - BC Beverage Tech Access Centre – Penticton campus
  - Opportunities for Learning and Teaching activities/experiences
  - Learner Centred Instructor Certificate
  - Research Ethics Board
  - Many events throughout the year in learning and teaching, and applied research.

#### Primary Contact

##### **Beverlie Dietze, Director**

B120A, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4528

Email: [bdietze@okanagan.bc.ca](mailto:bdietze@okanagan.bc.ca)

##### **Colette Martin, Executive Assistant, Research Ethics Board Secretary**

B120B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4736

Email: [smartin@okanagan.bc.ca](mailto:smartin@okanagan.bc.ca); [reb@okanagan.bc.ca](mailto:reb@okanagan.bc.ca)

#### BCBTAC Primary Contact

##### **Wes Peterson, Manager**

PC 256 - 583 Duncan Ave W, Penticton, BC V2A 8E1

Telephone: 250-492-4305, ext. 3360

Email: [wpeterson@okanagan.bc.ca](mailto:wpeterson@okanagan.bc.ca) ; [bcbtac@okanagan.bc.ca](mailto:bcbtac@okanagan.bc.ca)



## Financial Services

### Location

Kelowna Campus – Centre for Learning (E505)

### Overview of Services offered

Financial Services is responsible for providing a wide variety of essential financial services throughout the organization, to students, faculty, staff and external stakeholders

### Programs/Services

- **Financial Reporting:** Annual audited financial statements; government and board reporting.
- **Budgeting:** co-ordination of budget development and variance monitoring and reporting.
- **Payroll:** co-ordination and processing of bi-weekly payroll, issuance of records of employment, T4's and other government reporting.
- **Accounts Receivable:** co-ordination of invoicing and payment collection for all accounts.
- **Accounts Payable:** co-ordination of payment for goods and services.
- **Accounting Activities:** co-ordination of deposit and cash audits; bank and account reconciliations, auditing and processing journal entries and providing financial guidance and training within the College.
- **Purchasing:** co-ordination of procurement processes.

### Primary Contacts

#### Jackie Dueck, Director of Financial Services

E505B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4369

Email: [jdueck@okanagan.bc.ca](mailto:jdueck@okanagan.bc.ca)

#### Vicki Pannell, Controller

E505E, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4926

Email: [vpannell@okanagan.bc.ca](mailto:vpannell@okanagan.bc.ca)

#### Shelley Dos Santos, Manager, Financial Services

E505D, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4481

Email: [sdossantos@okanagan.bc.ca](mailto:sdossantos@okanagan.bc.ca)

#### Donna Potter, Controller

E505C, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4277

Email: [dpotter@okanagan.bc.ca](mailto:dpotter@okanagan.bc.ca)

#### Brad Piontek, Manager Purchasing

E505F, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 5614

Email: [bpiontek@okanagan.bc.ca](mailto:bpiontek@okanagan.bc.ca)

#### Darold Sturgeon, Manager, Financial Services

E505A, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4522

E-mail: [dsturgeon@okanagan.bc.ca](mailto:dsturgeon@okanagan.bc.ca)



## Facilities Management

### Location

Kelowna Campus – Facilities Management (P Building – P108)

### Overview of Services offered

- Facilities Management is made up of several departments, all sharing a common goal of providing efficient customer-oriented services throughout the organization to students, faculty, staff, and the visiting public.

### Programs/Services

- **Buildings:** building maintenance; painting, carpentry, and furniture repair
- **Janitorial & Custodial Services:** janitor services, floor care, furniture moves and event setup & takedown
- **Major/Minor Capital Construction:** new construction; renovations; space planning; estimates
- **Operations & Energy Systems:** Electrical; lighting; plumbing; energy systems; building mechanical systems; solar panels; Geo-Thermal; fire suppression systems
- **Property & Parking Services:** grounds/landscaping maintenance; parking services & special events; snow/ice control on roadways, parking lots & sidewalks; pest control; recycling; trash collection
- **Central Stores:** Central Stores facility providing shipping/receiving services, regional campus mail delivery, fleet vehicle management, courier shipments, and postal services

### Primary Contacts

#### Steve Robinson, Director of Facilities Management

#### Facilities and Business Services

P105C, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445 ext. 5624 or

(Direct) 250-862-5624

E-mail: [srobinson@okanagan.bc.ca](mailto:srobinson@okanagan.bc.ca)

#### Facilities Management

General Enquiries – ext. 4262



**Peter Csandl, Manager,  
Plant Services & Operations**  
P105A, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 5625 or  
(Direct) 250-862-5625  
Email: [pcsandl@okanagan.bc.ca](mailto:pcsandl@okanagan.bc.ca)

**Judy Zachary, Manager  
Project Management Office**  
P105B, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4436  
Email: [jzachary@okanagan.bc.ca](mailto:jzachary@okanagan.bc.ca)

**Graham Kershaw, Manager  
Property & Custodial Services**  
P111A, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4505 or  
(Direct) 250-862-5444  
Email: [gkershaw@okanagan.bc.ca](mailto:gkershaw@okanagan.bc.ca)

**Nicole Robertson  
Coordinator, Facilities Administration**  
P108 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext.4544  
Email: [nrobertson@okanagan.bc.ca](mailto:nrobertson@okanagan.bc.ca)

**Rob St. Onge, Manager  
Buildings & Sustainability Services**  
P105D, 1000 KLO Road, Kelowna, BC V1Y 4X8  
Telephone: 250-762-5445, ext. 4876  
Email: [rstonge@okanagan.bc.ca](mailto:rstonge@okanagan.bc.ca)



## Ancillary and Business Services

### Location

Kelowna Campus – Facilities Management (P Building)

### Programs/Services

- **Ancillary Services:** Campus Bookstores; Student Housing at the Kelowna campus; Print Services; Photo ID for staff and students; Pay Per Print management; Daycares at the Kelowna and Penticton Campuses.
- **Business Services:** manages food concessions, cold beverage and snack vending, and automated teller machines (ATM's) throughout the region
- **Contract Management:** review and approve contractual indemnity and insurance clauses; maintain contract registry for all signed agreements.
- **Health, Safety & Emergency Management Services:** prepare and provide emergency management services (e.g. first aid attendants, emergency wardens); provide advice and guidance to management and staff regarding safety issues; develop safety programs, safe work practices, policies and procedures; conduct assessments, audits and drills
- **Parking Services:** parking services & special events
- **Risk Management:** assess risk and liability; insurance and claim management
- **Room Bookings:** external event bookings; internal room bookings (out of Timetable)
- **Security Services and Crisis Management:** investigates security-related incidents; manages security contract and personnel; delivers security-related staff and student education/awareness programs including classroom orientations; call centre for emergency phone and response; security codes, SALTO access; keys and locks
- **Space Leasing:** space rental and leasing for OC programs as required.

### Primary Contacts

#### Phil Ashman, Director Ancillary and Business Services

P111C, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 5601 or

Email: [pashman@okanagan.bc.ca](mailto:pashman@okanagan.bc.ca)

#### Ancillary and Business Services

General Enquiries – ext. 5682

External Event Bookings – ext. 4614

Internal Event Bookings (out of timetable) - Ext. 4614



**Elaine Smith, Manager**

**Safety, Security and Emergency Management**

**Ancillary & Business Services**

P111B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 5665 or (direct) 250-862-5665

Email: [esmith@okanagan.bc.ca](mailto:esmith@okanagan.bc.ca)

**Michelle DeYoung, Manager**

**Business Services**

P111E, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4786 or

(direct) 250-862-4786

Email: [mdeyoung@okanagan.bc.ca](mailto:mdeyoung@okanagan.bc.ca)



## Library Services

### Location

Located on all four campuses: Kelowna, Penticton, Salmon Arm, Vernon and online at [www.okanagan.bc.ca/library](http://www.okanagan.bc.ca/library)

### Overview of Services offered

The Library provides resources, services and facilities that meet the research and related needs of students, faculty and staff, in support of the educational mission of Okanagan College.

Library Services also includes the [Success Centre](#) on the Kelowna, Penticton, Salmon Arm and Vernon campuses. Learning assistance in the areas of Math, Sciences, English grammar and writing skills are available. The Trades Success Centre offers learning assistance for the Trades program.

### Programs/Services

- Access to learning resources, including digital, print and media
- Media booking and interlibrary loans
- Study space for individuals and groups
- Laptop loans and rentals for students
- Classes in information literacy, research skills and related topics
- Research support, in person and online
- Copyright compliance and advice

### Primary Contacts

#### Roan Janyk, Kelowna Campus Librarian

Telephone: 250-762-5445, ext. 4660

Email: [rjanyk@okanagan.bc.ca](mailto:rjanyk@okanagan.bc.ca)

#### Taryn Schmid, Salmon Arm Campus Librarian

Telephone: 250-832-2126, ext. 8253

Email: [tschmid@okanagan.bc.ca](mailto:tschmid@okanagan.bc.ca)

#### Ross Tyner, Director of Library Services

L101-C, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4665

Email: [rhtyner@okanagan.bc.ca](mailto:rhtyner@okanagan.bc.ca)

#### Eva Gavaris, Penticton Campus Librarian

Telephone: 250-492-4305, ext. 3224

Email: [egavaris@okanagan.bc.ca](mailto:egavaris@okanagan.bc.ca)

#### Estelle Frank, Vernon Campus Librarian

Telephone: 250-545-7291, ext. 2249

Email: [efrank@okanagan.bc.ca](mailto:efrank@okanagan.bc.ca)

#### Leslie Russell, Assistant to the Director

L101, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4664 or

Email: [lrussell@okanagan.bc.ca](mailto:lrussell@okanagan.bc.ca)





## IT Services

### Location

Kelowna, Penticton, Vernon and Salmon Arm

### Overview of Services offered

IT Services is responsible for the planning, coordination, and management of all Information Technology operations including desktop computing, networks, telecommunications, customer support services, information systems and educational technology

### Programs/Services

- Core IT Equipment (desktops, projectors, laptops, loaner equipment)
- Helpdesk Support
- Line of Business Services (Account, Email setup, telecom, and printing)
- Software Licensing and Vendor Management
- Software Development (incl. Web and Mobile)
- ERP Systems (Banner etc.)
- Database Management
- Portfolio Management, Business and Requirement Analysis, Project Management, and Process Definition
- Networks (incl. Wifi), Data Centre and Server Administration
- Desktop Planning and Software Packaging
- Information Management (Records)
- Security Audits, Awareness and Prevention
- It Strategy, Governance, and Policy

### Primary Contacts

**Sarah O’Gorman, Executive Assistant**

1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4420

Email: [sogorman@okanagan.bc.ca](mailto:sogorman@okanagan.bc.ca)



**Jordan Perrey, Director , IT Services**

L104A, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4541

Email: [jperrey@okanagan.bc.ca](mailto:jperrey@okanagan.bc.ca)

**Jake Block, Manager of Infrastructure**

D229A, 7000 College Way, Vernon, BC V1B 2N5

L104, 1000 KLO Road Kelowna, BC V2Y 4X8

Telephone: 250-762-5445 ext. 2297 both offices

Email: [jjblock@okanagan.bc.ca](mailto:jjblock@okanagan.bc.ca)

**Ryan Ebner, Manager of Software and Support**

L104B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-652-5445, ext. 4719

Email: [rebner@okanagan.bc.ca](mailto:rebner@okanagan.bc.ca)

**David Birch, Manager, IT Security**

L104B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4820

Email: [DBirch@okanagan.bc.ca](mailto:DBirch@okanagan.bc.ca)

**Natalie Hordichuk, Manager, Business Transformation**

E502A, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4276

Email: [nhordichuk@okanagan.bc.ca](mailto:nhordichuk@okanagan.bc.ca)

**Manager, Software, Enterprise Systems & Data (Vacant)**

**IT Help Desk**

Ext. 4444 or can make requests through myOkanagan



## Student Services

### Location

Kelowna Campus – Student Services building (S111)

### Overview of Services offered

The Division of Student Services offers a wide range of support and developmental services that are designed to help you succeed in your chosen field of study

### Programs/Services

- Athletics, Recreation & Student Life
- Counselling Services (career, personal, academic) for students
- Accessibility Services
- Financial Aid & Awards
- Health & Well-Being
- OC Jobs for OC Students
- Student Housing
- Student Services Administration Office

### Primary Contacts

#### James Coble, Dean

S111, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4476

Email: [jcoble@okanagan.bc.ca](mailto:jcoble@okanagan.bc.ca)

#### Angela Checkley, Manager

S111, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: (250) 762-5445, ext. 4742

Email: [acheckley@okanagan.bc.ca](mailto:acheckley@okanagan.bc.ca)

#### Jasmine McGee, Executive Assistant

S111, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4943

Email: [jmcgee@okanagan.bc.ca](mailto:jmcgee@okanagan.bc.ca)

#### Student Services Administration Office (General Inquiries)

S111, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-862-5451



## Office of the Registrar

### Location

Kelowna Campus – Student Services Building (S109)

### Overview of Services offered

The Office is responsible for student recruitment, student education records, admission and registration procedures for all students (excluding Continuing Education outside of Kelowna), monitoring and enforcing academic policies, regulations and standards

### Programs/Services

- Applications for admission
- Registration for courses & tuition fees
- Course additions and withdrawals
- Enrolment management
- Grades, transcripts, graduation audits and documents
- Transfer credit & course articulations
- Student name & address changes
- Student recruitment
- Academic course scheduling & final exam schedule
- Official calendar: [Okanagan College Calendar](#)

### Primary Contacts

#### Judith Anderson Acting Registrar

Telephone: 250-762-5445, ext. 5418

Email: [janderson@okanagan.bc.ca](mailto:janderson@okanagan.bc.ca)

#### Anita Harden, Executive Assistant

Telephone: 250-762-5445, ext. 5418 or  
(direct) 250-862

Email: [aharden@okanagan.bc.ca](mailto:aharden@okanagan.bc.ca)

#### Lianna Lillies, Associate Registrar Systems Systems

Telephone: 250-762-5445, ext. 4332

Email: [llillies@okanagan.bc.ca](mailto:llillies@okanagan.bc.ca)

#### Dr. Inga Wheeler, Associate Registrar Enrolment Services

Telephone: 250-762-5445, ext. 4847

Email: [iwheeler@okanagan.bc.ca](mailto:iwheeler@okanagan.bc.ca)

#### Lianne Rozniak, Coordinator Student Information Systems

Telephone: 250-762-5445, ext. 4471

Email: [lrozniak@okanagan.bc.ca](mailto:lrozniak@okanagan.bc.ca)

#### Sheila Madarasz, Manager Enrolment Services

Telephone: 250-762-5445, ext. 4105

Email: [smadarasz@okanagan.bc.ca](mailto:smadarasz@okanagan.bc.ca)



**Mehgan Cabrera, Associate Director  
Recruitment & Enrolment Management**

Telephone: 250-762-5445, ext. 4471

Email: [mcabrera@okanagan.bc.ca](mailto:mcabrera@okanagan.bc.ca)

Website: [Office of the Registrar](#)



## International Education

### Location

Kelowna Campus – Centre for Learning

### Overview of Services offered

- The International Department provides a wide variety of program and services designed to promote an international perspective in the teaching, research and service functions of Okanagan College
- The promotion of a global perspective in the classrooms and a multi-cultural environment on all of the campuses is one of the main goals of the department
- Programs/Services
- Cultural Adjustment and orientations
- Study Abroad – Inbound and Outgoing Exchange programs
- Short Term study opportunities
- Cultural and recreational activities
- Homestay program
- Medical insurance information
- Overseas development projects
- World-wide recruitment and marketing endeavours
- Peer Mentoring program
- Cultural Liaison support
- International Student Education Advising
- International Student Immigration Advising

### Primary Contacts

#### **Gordon Shuster, Director**

Telephone: 250-762-5445, ext. 4543

Email: [gshuster@okanagan.bc.ca](mailto:gshuster@okanagan.bc.ca)

#### **Leanne Foster, Executive Assistant**

Telephone: 250-762-5445, ext. 4502

Email: [lfoster@okanagan.bc.ca](mailto:lfoster@okanagan.bc.ca)

#### **International Education Office**

Telephone: 250-862-5443



## Institutional Research

### Location

Kelowna Campus – Centre for Learning

### Overview of Services offered

- IR acts as an institutional information broker for internal and external clients. We issue reports, perform and analyze surveys and evaluations, provide briefing notes, liaise with government and other external contacts, and respond to ad hoc requests.
- Data sets can be delivered via Microsoft Excel, SPSS, Qlikview<sup>®</sup>, or ARGOS
- Standard reports available on reports tab in myOkanagan

### Programs/Services

- Admission, enrolment, and outcome data
- Incoming and outgoing student transition information
- Student and recruitment demographics
- Student and employee satisfaction
- Performance measures
- Faculty evaluations
- Meeting and decision-making materials for leadership, executive, and board
- Tier I program review dashboard
- Space utilization
- Historical data

### Primary Contact

**Ajit Batra, Manager, Institutional Research**

E501E, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4529

Email: [abatra@okanagan.bc.ca](mailto:abatra@okanagan.bc.ca)

Website: [Institutional Research](#)