



Office of the Board of Governors

Kelowna Campus
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June 4, 2014

Mr. Lee Doney
Interim President & CEO
Public Sector Employers' Council Secretariat
Suite 210, 880 Douglas St
Victoria, B.C.
V8W 2B7

Dear Mr. Doney:

Subject: Attestation - Compensation Policy Compliance

On behalf of the Okanagan College Board of Governors, this letter confirms that the Board is aware of the executive compensation paid in fiscal 2013/2014 and that Okanagan College is in compliance with:

- 1) The Okanagan College PSEC approved compensation plan; and,
- 2) The Management & Excluded Compensation Freeze Policy of September 2, 2012, requiring a freeze on all management and individual compensation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tom Styffe".

Tom Styffe
Chair



OKANAGAN COLLEGE
Executive Compensation Disclosure Statement for 2013/2014
Prepared: June 4, 2014

The following report provides an accurate representation of all compensation provided to all employees whose base salary was \$125,000 or greater in the fiscal year 2013/2014.

Compensation Philosophy

Total Compensation: For the purposes of this report, total compensation includes: base salary, performance pay, pension, group insurance benefits and other perquisites (e.g. RRSP).

Philosophy: Executive compensation is determined with reference to the job evaluation plan; annual salary ranges for specific positions and benefits established by the Human Resource Policy approved by the Government (and subject to change from time to time with the approval of the Government).

Process:

President: The President's performance management and compensation is the responsibility of the Presidential Review Committee under the leadership of the Board Chair. This Committee is led by the Board Chair and also includes the Chair and Vice-Chair of the Human Resource Committee. This Committee is responsible for conducting the President's annual performance evaluation, establishing goals for the coming year and making recommendations to the full Board on any changes to the compensation.

The annual process involves (1) annual performance evaluation (performance on previous year's goals, including self-assessment by President, survey of Board members and assessment by Committee), (2) establishment of new goals for forthcoming years including actions, performance measures, targets and constraints and discussion of any changes to compensation package, and (3) the Sub-Committee produces a report on the evaluation, compensation recommendations and the draft President's goals for the upcoming year. Board considers and approves the recommendation(s).

Vice-Presidents: The President is responsible for the performance management of the Vice Presidents, which includes setting annual goals including measurements and targets.

Okanagan College is in the process of instituting a comprehensive performance management system for its entire Management Team. This system is based on the process described for the President.

Relation of Goals to Compensation: Compensation change is dependent on performance in meeting previous year's performance measures and targets, including AVED enrolment targets and institutional budget. The President's compensation level has been set according to the PSEA guidelines.

Performance Pay: There was no performance payout for 2013/2014 due to the conditions explained above.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tom Styffe".

Tom Styffe
Chair, Board of Governors

Attached: 2013-14 Compensation Table

Notes:

James Hamilton, President	Received a 54.95 EI Rebate. The College also made the following donations in Mr. Hamilton's Name: - \$2,000 - Centre of Excellence - \$1,700 - Salmon Arm Scholarship Fund - \$250 - Math Competition
Andrew Hay, Vice President, Education	Received a 54.95 EI Rebate
Robert Eby, Vice President, Finance & Admin	Received a 54.95 EI Rebate
Charlotte Kushner, Vice President, Students	Received a 54.95 EI Rebate