



*Board of Governors*

**Meeting**

**Friday, October 16, 2015**

**Ayamdigut Boardroom**

**Present:** Paul Flaherty (Chair), Julia Salo, Matthew Landry, Kluane Adamek, Mary Samolczyk, Carol Geddes, Vera Holmes, Alyce Johnson, Karen Barnes (President)

**Staff:** Chris Hawkins (VP Research), Lacia Kinnear (Director Strategic Growth & Innovation), Kyla Piper (Executive Assistant)

**Regrets:** Patti Balsillie, Shawn Allen, Mike Burke, Geraldine Van Bibber (Chancellor), Deb Bartlette (VP Academic & Student Services)

**Guests:** Gayle Corry (Director Finance & Administration), Brian Bonia (Director Human Resources), Jacqueline Bedard (Director College Relations), Clint Sawicki (Director Research Services), Robert Ferro (Chair, Academic Council), Dawn Macdonald (Institutional Researcher), Sue Starks (Chair, Health Education and Human Services), Nicole Bauberger (student)

**OH&S REPORT**

Brian Bonia provided an update on the monthly and year to date statistics on incidents.

A question was raised about emergency response measures. These are currently being developed and will be brought to the Board in the new year for presentation.

**Action item:**

Brian will investigate first aider requirements (20 or 40 hours of training) for field trips.

President's Office will add emergency response measures to a Board agenda in February.

**ACADEMIC  
APPEALS  
SUBCOMMITTEE  
ANNUAL REPORT  
2014-15**

The Chairperson of the Academic Council, in October of each year, provides to the President an annual review of all appeals which are then shared with the Board of Governors.

The 2014-15 Appeals Subcommittee Annual Report was provided to the Board of Governors for review by Robert Ferro, outgoing Chair of Academic Council. There were no academic appeals initiated in 2013/2014. Robert has spent 25 years serving on this Committee

and the Board of Governors thanked him for his long-standing service. Robert also shared highlights of accomplishments of Academic Council over the past year.

**ADVANCEMENT  
UPDATE**

Jacqueline Bedard provided an update to the Board of Governors on advancement activities.

Question was raised as to how Foundation Board members are selected. Jacqueline reported that members are selected primarily based on their capacity to provide fundraising efforts to Yukon college. The Advancement Office is responsible for working on community connections to encourage donations.

**REVIEW AGENDA**

**MOVED by Matthew Landry, SECONDED by Julia Salo to approve the agenda as presented. CARRIED.**

**NOTE: Quorum was reached at approximately 11:00am.**

**REVIEW MINUTES  
OF SEPTEMBER  
19<sup>th</sup>, 2015**

**MOVED by Vera Holmes, SECONDED by Matthew Landry to approve the minutes from September 19<sup>th</sup>, 2015 as amended. CARRIED.**

**BUSINESS ARISING**

- Brian had a discussion with Kat Zrum, the manager responsible for the summer camps, on Monday following the last Board meeting. It was agreed that for outdoor activities a walk around hazard assessment be done similar to a vehicular inspection. As we document the safe work procedures in Qpulse implementing a ‘sweep’ of impacted areas when occurrences have been reported will be added.
- Matthew Landry will ask the new YCSU Executive to draft a letter to the Registrar inquiring about the student fees and bus passes for students paying student fees to other institutions but that are waived for Yukon College so that the Office of the Registrar can investigate further.
- The President’s Office has forwarded the accepted Policy #15 Credit Program and Tuition Adjustment Policy to Yukon Government.
- With regards to the collection of information, Dawn Macdonald said it could be feasible to conduct a focus group session with some of our students who are recent high school graduates and explore their decision process in choosing Yukon College.
- In regard to a marketing campaign to illustrate how potential

students can access Yukon College pathways, it was reported that College Relations has two marketing campaigns underway. A Pathways to Success campaign was undertaken in 2012.

- When presenting results of employee surveys to employees, the President has committed to highlighting how any issues are being addressed.
- President's Office has sent out to CCC Chairs communication identifying new Board buddies.
- President's Office has added Board-CCC updates to the Board agendas and planning cycle on a quarterly basis.
- Board members have committed to reaching out to their previous (as needed) and new campuses assigned to introduce themselves as their liaison, now that the President's office has sent out communication to CCC Chairs.
- The President's Office will now be distributing approved Board minutes to the Community Campus Committees.
- President's Office has added special events to the planning cycle and to the calendar posted on MyYC.
- The President's Office will add election of a co-vice chair once the final Board member has been officially appointed.

## **REPORT FROM FARC**

Paul Flaherty provided an update on the FARC meeting held October 15, 2015.

### Risk Assessment

A risk assessment was done at FARC regarding a potential freeze in core funding and the risk associated with maintaining the building permit for the CNIM building.

### YCSU Financials & Resolution

Lewis MacKay of the Yukon College Student Union attended FARC to provide its financials to the Board as per the Yukon College Act, as well as present a resolution to have the Board formally recognize the organization as a student union.

**MOVED by Matthew Landry, SECONDED by Julia Salo that that the Board of Governors formally recognizes the Yukon College Student Union as a student union under the Yukon College Act. CARRIED.**

### Tuition and ancillary fees for 2016-17

An endorsement from FARC was given for the Registrar to go out to consultation with stakeholders on a proposed increase to tuition fees for 2016-17. The Registrar has proposed a .8% tuition

(\$1/credit) fee increase for programs except PN, Culinary and RRM and trades programs (which remain unchanged). Consultation with College stakeholders will occur over the next five-six weeks before a final recommendation on tuition goes to the Board of Governors at the December meeting. Ancillary fees were also shared with FARC.

#### Approval of audited pension financial statements

Rob Warner with Crowe MacKay LLP joined the Finance, Audit, and Risk Committee to present the audited pension financial statements. No major concerns or issues were noted. FARC accepted the pension audited financial statements for the year ended June 30, 2015 as presented and authorized.

#### Review of Pension plan SIPP and investment

The annual investment performance review for the pension plan from Morneau Shepell was provided to FARC for review as well as the proposed changes to the Statement of Investment Policies and Procedures (SIPP). The investment performance review has identified some concerns with the performance of investments. There are no major changes being proposed to the SIPP this year but the actuary is concerned that the SIPP is no longer suitable for a plan of our size. There is concern that our asset mix may not be in line with the plan's long-term objectives and that diversifying the investment management function so that we have different investment managers for different parts of the investment portfolio would be prudent to consider at this time. FARC consider this in future discussions with the Pension Committee.

**MOVED by Julia Salo, SECONDED by Vera Holmes that that the Board of Governors approves the Statement of Investment Policies and Procedures as presented. CARRIED.**

#### Review pension plan actuarial valuation

The draft actuarial valuation preliminary results report and assumptions for the pension plan for 2014-15 were presented to FARC and the Pension Committee by the actuaries.

FARC approved the pension plan actuarial assumptions as presented and the draft actuarial preliminary report for 2014-15 was also accepted.

#### Update on pension discussions

Concerns have been expressed about what Yukon College is going to do to address the solvency issue, particularly in light of the limit on our letter of credit which may be exceeded in 2016-17. The College would like to eliminate the concerns about solvency deficits and also reduce administrative costs. On-going meetings will occur to address these concerns.

Preliminary year end results

The preliminary results reviewed and show an operational deficit of \$362,978 and a negative variance of \$248,307 before certain adjustments/expenses that don't get budgeted such as amortization. The President will be presenting a plan to address the deficit in Continuing Education at the December meeting.

Preliminary board budget results

The preliminary results for 2014-15 show a positive variance overall represented by a savings of \$6,029.

Input into Board allocation for next fiscal

FARC was asked if any specific line items needed to be addressed in preparation for budgeting for 2016-17.

FARC has asked for the addition of \$40,000 be allocated to the 2016-17 budget for costs associated with the recruitment of a new President.

It was noted that Vera Holmes has formally agreed to join the Finance, Audit & Risk Committee and the Governance Committee.

**MINISTER  
GRAHAM VISIT**

The Minister sent his regrets.

**NAMING THE  
UNIVERSITY**

Karen Barnes informed the Board of Governors of discussions underway with Yukon Government regarding the name of the University. The proposed name is – Yukon University. The proposed strategy is for YC and YG to gradually roll out the Yukon University name, following a YG announcement. The roll-out would occur in speeches, in limited print material, promotional signage, on YC's website – the university transition pages – in the next university campaign. It would be a sprinkling here and there of the use of Yukon University and YukonU, building awareness. This execution plan would take us to late fall 2016.

**Action item:**

President's Office to bring forward to a future meeting the communications and timelines plan surrounding University projects.

**BOARD  
PROFESSIONAL  
DEVELOPMENT  
OPPORTUNITIES**

For 2015-16 the Board of Governors has budget available for training and attendance at conferences.

In order to enhance governance capabilities Board members might consider participating in professional development opportunities in

2015-16. Board members who have not attended a conference previously will be given first preference. Suggestions included:

- CICan 2016 Serving Indigenous Learners and Communities Symposium (Feb 24-25, 2016 at Yukon College)
- CICan 2016 Applied Research Symposium (Mar 7-Mar 8, 2016 in Winnipeg)
- CICan Annual Conference (May 29, 2016 - May 31, 2016 in Quebec City)
- Speaker on governance for the Board as a whole

**Action items:**

President's Office will send out a link to Board members for the May 2016 CICan Conference.

Board members interested in attending any of the CICan conferences should contact the Board Chair stating their interest.

**NOVEMBER  
BOARD RETREAT  
LOGISTICS**

The Board of Governors annual retreat has been scheduled for November 20<sup>th</sup> and 21<sup>st</sup>, 2015 and will be focusing on the next Strategic Plan. The two-day retreat will be facilitated by Lesley Cabott. Logistical information was provided to the Board of Governors for review.

**STUDENT  
RESEARCH  
PRESENTATION –  
NICOLE  
BAUBERGER:  
'NEEDLE, BEAD  
AND VOICE'**

Introduced by the Chair of Health Education and Human Services Sue Starks, Northern Studies student Nicole Bauberger joined the Board of Governors to present her research project entitled "Needle, Bead and Voice" which explored ways of bringing the voices of people doing traditional sewing together with their artworks in the Yukon Permanent Art Collection.

**BOARD PORTRAIT**

The annual portrait is being postponed until the November Board retreat.

**REPORT FROM  
GOVERNANCE  
COMMITTEE**

Julia Salo provided an update on the Governance Committee meeting held October 16, 2015.

Draft Policy #17: Board Member Selection Process was brought back to the Governance Committee for final review. The spirit of intent behind this policy was to ensure the Board reflects a range of competencies and attributes that help serve the College as a whole. The Board matrix was also reviewed.

Recommended changes made were:

- 2.2 in the policy: Remove socioeconomic status as a requirement

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Board Matrix:

- Add a ‘notes’ column at the end of the Matrix for members to add additional comments if needed
- Add on the Matrix under YC History to read ‘Community Campus Committee member’
- Add on the Matrix under College Stakeholders ‘Education (Post-Secondary)’

**MOVED by Julia Salo, SECONDED by Vera Holmes that the Board of Governors approves Policy #17: Board Member Selection Process and Board Skills Matrix as presented with recommended changes incorporated. CARRIED.**

**Action item:**

President’s Office will add Policy #17: Board Member Selection Process and Board Skills Matrix to the annual review schedule.

**PLAN MEETING W/  
CCC CHAIRS &  
COORDINATORS  
FOR DECEMBER**

On December 12<sup>th</sup> the Board of Governors will host the Community Campus Committee Chairs

Chris Hawkins addressed the Board of Governors to discuss the planning of the joint meeting with the Community Campus Committee Chairs.

Suggestions for topics for the joint Board and Community Campus Committee Chair included:

- Board to meet with their respective Community Campus Committee Chair (CCCC)
- CCCC to give summary of campus activities
- Discussion on Community Campus plans going forward
- How to operationalize relationship between Board Buddy and CCCC
- Summary of CCC evolution discussion
- Ways to operationalize CCC and Board and Senior Executive Committee buddy system
- Schedule for Communities Program & Services Review and Strategic Planning exercise
- Evaluation of Board and CCC Buddy system

Policy #10: Community Campus Committee Relationships was also reviewed to provide guidelines for Board members when meeting with their respective Community Campus Committees.

Discussion was held about recognition of service by Community Campus Committee members; the Board may consider this in future however Community Campuses do have small provisions for recognition currently.

**CCC – WCC  
APPOINTMENT**

As per the College Act, proposed CCC members are required to be officially appointed to the CCC by the Board of Governors.

There is one proposed appointment to the WCC CCC for the Board to consider:

- Norman Drynock.

**MOVED by Matthew Landry, SECONDED by Kluane Adamek that the Board of Governors appoints Norman Drynock to the Whitehorse Correctional Centre Community Campus Committee. CARRIED.**

**COMMUNITIES  
PLAN**

Chris Hawkins presented the updated draft of the 2013-16 School of Community Education and Development. The development of the next plan will involve consultation with the Community Campus Committees; to facilitate understanding of strategic planning Chris's department will be offering sessions via FUZE with the Committees. It was suggested that perhaps a program plan may be more vital to a specific and separate strategic plan. The Programs and Services Reviews are currently underway at the Community Campuses which will help inform this process.

**LAND  
IMPLEMENTATION**

Clint Sawicki, Director of Research Services, joined the Board of Governors to discuss the implementation of the land use plan. The College completed a Master Land Use Plan in June 2015 in anticipation of receiving a land endowment from Yukon Government.

The priorities identified that were included in the Master Plan for consideration by Management Board for capital funding through to 2021 to assist with implementation are:

- Science Innovation Facility
- Planning for Campus Housing
- Central Courtyard Expansion, Student Centre and Fitness Centre
- Outdoor Gathering Spaces
- Campus Entry and Road Work

It was requested that Administration work on creating procedures for Development to come back to the Board in February.

**Action item:**

President's Office will add land implementation procedures for development to the Board agenda for February.

**STRATEGIC**

Institutional Researcher, Dawn Macdonald, joined the Board of



**PERFORMANCE INDICATORS UPDATE (DAWN MACDONALD)**

Governors to provide an update on the Board strategic performance indicators. The complete report was in the Board package.

**Action item:**

Institutional Research will investigate the feasibility of conducting a focus group session with students who are recent high school graduates and explore their decision process in choosing Yukon College.

**VICE-PRESIDENT, PRESIDENT AND BOARD CHAIR'S REPORT**

Chris Hawkins and Karen Barnes provided reports on recent activities. The reports were provided in the Board package for review.

Paul Flaherty provided a brief verbal report, which included:

- Paul has met with Gayle, Karen, the Yukon Hospital Corporation and Yukon Government regarding pension plans.

**AGENDA ITEMS FOR NEXT MEETING – DECEMBER 12<sup>th</sup>, 2015**

The Board is responsible for providing input for additional Agenda Items.

The following topics should be considered for future Board meetings:

- Land plan implementation
- Program/service review update
- Results of BOG evaluation tool & areas for improvement
- Election of co-vice Chair

**ADJOURNMENT**

Meeting was adjourned at 2:53pm.

**SUMMARY OF ACTION ITEMS:**

- Brian will investigate first aider requirements (20 or 40 hours of training) for field trips.
- President's Office will add emergency response measures to a Board agenda in February.
- President's Office to bring forward to a future meeting the communications and timelines plan surrounding University projects.
- President's Office will send out a link to Board members for the May 2016 CICan Conference.
- Board members interested in attending any of the CICan conferences should contact the Board Chair stating their interest.

- President's Office will add Policy #17: Board Member Selection Process and Board Skills Matrix to the annual review schedule.
- President's Office will add land implementation procedures for development to the Board agenda for February.
- Institutional Research will investigate the feasibility of conducting a focus group session with students who are recent high school graduates and explore their decision process in choosing Yukon College.