



*Board of Governors*

**Meeting**

**September 27<sup>th</sup>, 2019**

**Ayamdigut Boardroom**

**Present:** Chris Milner (Chair), Judy Gingell, Carol Geddes, Julia Salo, Jocelyn Curteanu, Tom Ullyett (via teleconference), Eric Jun Hyeok Kim, Ernie Prokopchuk, Shawn Allen, Vera Holmes (Vice-Chair), Kathleen Van Bibber, Piers McDonald (Chancellor), Karen Barnes (President)

**Staff:** Maggie Matear (Vice President of University Services), Janet Welch (VP Academic & Student Services), Erin Symington (Executive Assistant)

**Regrets:** Tosh Southwick (VP Indigenous Engagement & Reconciliation), Bronwyn Hancock (Associate VP Research Development), Clint Sawicki (Associate VP, Research Administration), Lacia Kinnear (Director of Governance and Strategic Initiatives),

**Guests:** Joel Cubley (Instructor), Shelagh Rowles (Executive Director, Centre for Northern Innovation in Mining), Giulia Lucchini (Director, Employee Relations and Organizational Development), Colleen Wirth (Director, Student Infrastructure Support)

**REVIEW AGENDA**      **MOVED by Ernest Prokopchuk, SECONDED by Eric Jun Hyeok Kim to approve the agenda as presented. CARRIED.**

**REVIEW MINUTES OF April 6th, 2019**      **MOVED by Eric Jun Hyeok Kim, SECONDED by Ernest Prokopchuk, to approve the minutes from June 7<sup>th</sup>, 2019 as presented. CARRIED.**

**BUSINESS ARISING**

- Karen provided an update on the Nakwaye Ku Daycare
- Details of the October Board retreat will be discussed at today's meeting

**CONFLICT OF INTEREST**

Board members are required to sign and declare an annual declaration of any real or perceived conflicts of interest as a result of external work, sitting on other boards and committees, etc. All real or perceived conflicts of interest were declared, and codes of conduct were signed by all Board members present. The completed forms will be held within the President's Office.

**BOARD CHAIR  
ELECTION**

An email call out for nominations for Board Chair was sent out by the HR Committee Chair on August 29<sup>th</sup>, 2019. The Board had until Friday September 27<sup>th</sup> to nominate a Chair. There was one name put forward by Vera Holmes, Carol Geddes, and Judy Gingell as a nomination for Board Chair. That name was Tom Ullyett.

**MOVED by Chris Milner, SECONDED by Eric Jun Hyeok Kim that the Board of Governors elect Tom Ullyett as the new Board Chair effective September 27<sup>th</sup>, 2019 for a term of three years. CARRIED.**

**REPORT FROM  
FARC**

Chris Milner provided an update on the FARC meeting held September 27<sup>th</sup>, 2019.

Update on Internally Restricted Reserve Fund

Maggie Matear provided information on an Internally Restricted Reserve Fund for capital purchases as requested at the June meeting. Administration recommends establishing an internally restricted capital replacement reserve as a pilot with any surplus funding from the 2018/19 fiscal year. This would come to the Board for approval along with the audit report at next meeting.

Pension Plan Update

Maggie Matear provided an update on the Yukon College Pension Plan.

Vera Holmes provided update on Hospital Board sub-committee on pension changes. It was agreed that the FARC committee would join that committee to meet on pension concerns.

**ACTION:** Karen to confirm with CEO Hospital Corporation that we will participate in joint committee

Review Audit Plan for Previous Fiscal

David Irving, Principal; Kelsey Hogg, Director, & Kristine Coombs, Audit Project Leader from the Office of the Auditor General attended via teleconference to review the audit plan for Yukon College, prepared by the Office of the Auditor General.

This plan was provided in the FARC package for review by management and FARC and there were no concerns highlighted with the plan as presented by the Office of the Auditor General.

The management letter has been requested of the OAG for the December Board meeting.

#### Input into Board Budget Allocation for next Fiscal

The Board's budget for 2019-20, as well as 2018-19 actuals and the resulting variances, were included in the FARC package for information. FARC was asked to identify any items it wants considered for the Board's 2020-21 budget beyond what is typically budgeted for.

FARC identified the following items for administration to add to the budget for 2020-2021:

- Increased honorariums
- Board professional development
- Board travel
- Board photos

Action: Administration is to adjust board budget in 2020-2021 to accommodate increased training and travel.

#### New Honorarium for Board Members

The Board of Governors remuneration rates are set by an Order In Council in Cabinet. The last time the Yukon College OIC was set for remuneration was in 1988. The Board Chair and President met with the Minister Education and indicated they would like to increase the remuneration rates.

A summary of how remuneration rates are set and current rates for other comparable Yukon Boards are provided in the meeting package for review and discussion.

**MOVED by Julia Salo, SECONDED by Jocelyn Curteanu that the Board of Governors approve that the FARC Committee continue to discuss the financial implications and roles & responsibilities of how to align the Yukon College Board remuneration rates with the Yukon Hospital Board to be effective as of July 1<sup>st</sup>, 2020. CARRIED.**

### Science Building update

Maggie Matear provided an update on the Science Building.

Crown and Indigenous Affairs Canada has allocated \$26M in funding to support a new Science Building that will incorporate Indigenous ways of knowing and doing with western approaches to scientific learning and research. The building is expected to go up in the parking lot south of the main campus building. YG is also interested in building a new Heritage facility and we are in talks to see if working together can realize economies of scale.

### Signed Budget Agreement with YG

Administration has been working with Yukon Government since March 2019 to consolidate seven separate Strategic Initiative (SI) funding agreements into a single agreement.

A Joint Advisory Management (JAM) group was also established to discuss transfer payment and budget issues.

The single SI agreement reduces the amount of administration and reporting. It provides new flexibility by allowing Yukon College, in consultation with JAM, to more easily transfer surplus funds between line items, where appropriate. JAM provides a regular channel for ongoing communication and relationship management with the Department of Education.

### Fee Collection Policy

Maggie Matear highlighted that recently, the College decided to decouple fee payments from the registration process. This highlighted the risk of non-payment and the need for a clear policy on collections.

The Finance team took the lead on developing a Credit and Collection Policy. The policy has gone out to stakeholders for their input, and both SEC and Policy Review Committee have approved.

### Review of proposed Tuition Fees for 2020/21 and ancillary fee schedule

Tuition and ancillary fees must be set every fall for the following academic year, as per Board policy #15, whereby tuition fees should not exceed the top of the bottom third of comparable institutions in western and/or northern Canada.

**FARC endorsed that Yukon College administration begin the consultation process with students, staff, faculty and stakeholders regarding the changes over the period September 30 to November 1<sup>st</sup>, 2019.**

**REPORT FROM  
GOVERNANCE  
COMMITTEE**

Vera Holmes provided an update on the Governance meeting held on September 27<sup>th</sup>, 2019

New High School Curriculum

Deputy Minister of Education Nicole Morgan and Paula Thompson, Director of Curriculum and Assessment attended the meeting to present the new high school curriculum to the Governance Committee.

**Action Item:**

Executive Assistant to add the Power Point presentation to the September meeting package information folder after it is provided from the Department of Education and send out an email notification to the Board once it has been added.

Indigenization Principles Instrument

The proposed declaration of the Indigenization Principles was reviewed by the Governance Committee and provided in the meeting package.

**MOVED by Judy Gingell, SECONDED by Julia Salo, that the Board of Governors approve the declaration of the Indigenization Principles as presented. CARRIED.**

**REPORT FROM  
HUMAN  
RESOURCES  
COMMITTEE**

Tom Ulyett provided an update on the Human Resources Committee meeting held on September 27<sup>th</sup>, 2019.

Board Chair & Board Evaluations

The Board & Board Chair evaluations have been completed and the results were reviewed by the HR Committee and the Board Chair.

There was some discussion around what sort of action items should arise as a result of these evaluations each year. The HR Committee believes that this discussion should be had at the Board table and that it is the responsibility of the Board to identify the areas of training that are needed moving forward based on these evaluations.

### Board Training Plan

The HR Committee discussed a potential training development plan for the Board of Governors.

The Board is travelling for the October Board retreat to Thomson Rivers University & Royal Roads University to have conversations around legislation implementation as related to Board powers and responsibilities. This is part of the Board training for this fiscal year.

As the institution transitions to a University it is more important than ever for members to have the proper training in areas identified by the Board.

The HR Committee will work on coming up with a more robust training plan for the next meeting.

### New Member Orientation Program

The current orientation package was reviewed by the HR Committee and again it was identified that there is an opportunity for better training to be developed for new Board members.

Suggested additions/ revisions to a potential training plan for the Board included:

- Shortening the amount of time of the orientation to not overwhelm new members
- Splitting up the orientation into two or three parts so that it is a continuum over time and tailored to the needs of each board member
- Considering the opportunity of doing an onboarding buddy system with new members

The HR Committee will continue the conversation on how to create a better culture of training for new Board members.

### **PRESIDENT'S WORKPLAN OVERVIEW 2019/20**

A presentation summarizing the Senior Executive Committee Workplans for 2019/20 was presented by the President. The workplan presentation was provided to the Board in the meeting package.

**INFORMATION  
FOR OCTOBER  
BOARD RETREAT**

Details of the October Board retreat were discussed and provided in the meeting package.

**EARTH SCIENCES,  
STAGE 1  
PROGRAM  
PROPOSAL**

The new Earth Sciences Associate Degree, program proposal - Stage 1 document was provided in the meeting package for review.

Joel Cubley, Instructor attended the meeting to speak to viability of the program and answer questions from Board Members.

**MOVED by Ernest Prokopchuck, SECONDED by Jocelyn Curteanu that the Board of Governors approves the Earth Sciences Associate Degree - Stage 1 Proposal as presented and recommended by Academic Council. CARRIED.**

**BOARD  
COMMITTEE  
ADVISORY  
MEMBERS**

Karen explained that sometimes the Board is not able to fill all of the expert needs in areas such as communications, pension, finance or marketing for example. These gaps have often been filled by bringing in external consultants or visitors to meetings.

It has been suggested that another way to achieve this could be by inviting external community members to sit on Board committees in a non-voting, advisory capacity. There are clearly some benefits but also potentially some risks.

The Board discussed this idea looking at both the pros and cons. If decided to go ahead, some specific recommendations could be made regarding specific individuals or skills. Consensus was that committee chairs could recommend external advisory members to the Board.

**BOG-CCC  
QUARTERLY  
UPDATE**

Shelagh Rowles attended the meeting to provide an update to the Board on the Community Campuses.

Over the last year the focus has been on building and improving relationships with Community partners and strengthening Campus services.

Specifically, by:

- Confirming a meeting in October between CCC Chairs and Department Heads/ Directors
- Developing a Communities, Innovation and Development plan in consultation with stakeholders. The plan includes three pillars including community well-being, innovation with impact, and sustainable development. This year the

focus will be on developing a comprehensive implementation plan.

- Maintenance of the Communities Plan for 2019-20 -this document captures Yukon College programs and services available in each community

Both the CID Plan and the Communities Plan were provided in the meeting package for review.

**PLAN MEETING  
WITH CCC CHAIRS  
& COORDINATORS  
FOR DECEMBER**

Administration proposed that the December BOG meeting with the Community Campus Chairs be focused on a YUKONU2030 session being organized by the President and Governance office.

**Action Item:**

The Board agreed that a YukonU2030 session should be proposed to the Community Campus Committees for the December meeting.

**PEOPLE  
STRATEGY &  
PLAN**

Giulia Lucchini attended the meeting to present the Yukon College People Strategy & Plan to the Board.

In 2018, in response to Yukon College Strategic Plan, Human Resources launched the development of a People Strategy (2018-2021) to support the mission, vision and institutional values of Yukon College.

The People Strategy aims to make a clear and compelling statement about how Yukon College values, develops and treats its people and the culture the College wishes to foster to enable everyone to be at their best so that, together, the College can deliver exceptional student experiences.

**SUBSTANCE  
ABUSE POLICY**

Giulia Lucchini & Colleen Wirth attended the meeting to present the final Substance Abuse Policy to the Board.

**SEXUALIZED  
VIOLENCE POLICY**

Giulia Lucchini & Colleen Wirth attended the meeting to present the final Sexualized Violence Policy to the Board

**STAFF REPORTS**

The President, Vice President of University Services, Vice President Academic, Associate Vice President's of Research & Operations, Vice President of Indigenous Engagement & Reconciliation, and Director of Governance and Strategic Initiatives provided staff reports on recent activities.



**AGENDA ITEMS  
FOR NEXT  
MEETING**

Board members are requested to provide input for additional Agenda items that are not already in the Annual Planning Cycle.

Item(s) suggested from last Board meeting and added to future Board agendas is/are as follows:

- None at this time

**IN CAMERA  
SESSION**

**MOVED by Shawn Allen, SECONDED by Judy Gingell to commence in camera session at 5:22pm. CARRIED.**

**MOVED by Chris Milner, SECONDED by Julia Salo to close in camera session at 6:30pm. CARRIED.**

Meeting was adjourned at 6:30pm

**INFORMATION FOLDER ITEMS:**

- **OH&S REPORT** - The July 2019 and year-to-date statistics on OH&S were provided in the meeting package.

**SUMMARY OF ACTION ITEMS:**

**Action Items:**

- Executive Assistant to add the Power Point presentation to the September meeting package information folder after it is provided from the Department of Education and send out an email notification to the Board once it has been added.
- The Board agreed that a YukonU2030 session should be proposed to the Community Campus Committees for the December meeting.