

Meeting Minutes

Board Members present:	David Morrison (Chair), Brenda Butterworth-Carr, Christine Mahar, Jason Bilsky, Jeff Wolosewich, Jennifer Telford, Judy Gingell, Lesley Brown, Mark Wedge, Michelle Parsons, Samara Robertson-Lawless, Sara McPhee-Knowles, Sharon Shadow, Tom Ullyett
regrets:	Victoria Fred
PEC members, present:	Shelagh Rowles, Gavin Gardiner, Trika MacDonald, Aisha Montgomery, Nadia Joe
Visitors:	Stephanie Joe, Strategic Communications Advisor
Recorder	Irina Bogachek, Governance Officer
<i>Required quorum: majority of the members</i>	

BOARD Regular session

1. Call to order at 9:03 am.
 - Christine Mahar chairs the meeting; Chair David Morrison joins online.
 - New member welcome - Jennifer Telford, student member of the Board; round table of introductions.
 - Moment of reflection by Jennifer Telford.
 - Declaration of Conflict of Interest:
 - Christine Mahar – for item 8(2)(b) Board Vice-chair appointment
 - Lesley Brown – for item 9(2)(a) President Reappointment Committee
 - Jennifer Telford – for item 7(2)(g) Tuition and ancillary fees for 2025-26 academic year.

2. Agenda approval

MOTION: MOVED by Jason Bilsky, SECONDED by Brenda Butterworth-Carr to approve the meeting agenda as presented. CARRIED

3. Consent Agenda approval

Decision items:

1. Minutes from September 25, 2024 Board meeting, with Confidential Part 2.

Information items:

2. President's report on delegated authorities.

No questions/discussion.

MOTION: MOVED by Michelle Parsons, SECONDED by Jennifer Telford to approve the consent agenda items as presented. CARRIED

4. Report from Board Chair (verbal)

No report at this time.

Legislature hearings, November 12 - follow-up report by Christine Mahar:

- YukonU was represented by President Lesley Brown and Board member Christine Mahar.
- Key questions:
 - o YukonU Annual Report – inconsistency in reporting period (FARC, Dec 2, endorsed to moving forward with the fiscal year for all statistics).
 - o Universities Canada membership.
 - o Federal decision around international students and grants for Trades funding – impact on YukonU.
 - o Polaris Project and adoption of FNs Procurement Policy (part of the Reconciliation Framework implementation).
 - o Collective Agreement – bargaining status and funding for any pay differences.
 - o Employee Engagement Survey - public access to the results (further on the agenda under item 9(2)(b)).

Jeff Wolosewich joined.

Discussion: a follow-up timeline – written response should be provided as soon as possible.

5. Report from President (written)

Additional notes:

- VP Finance appointment – proposal further on the agenda.
- AVP Reconciliation Nadia Joe departs effective January 30, 2025; acknowledgement of the work done by the AVP; announcement to YukonU community will go out today.

Discussion:

- Celebration of Universities Canada membership:
the Executive Team went to Ottawa for a formal celebration with Universities Canada early this week; YukonU event planning in progress.

6. Reports from Senior Executives (written)

Written reports provided in the meeting package.

Judy Gingell joined.

a. Provost & VP Academic

Discussion:

- International Indigenous student recruitment: YukonU is looking into creating more opportunities through student exchanges, through making YukonU programs attractive for indigenous students from around the world, and through building relationships and connections (visits with General Consulates). New federal regulations are forcing to think strategically about international recruitment.
- Negotiations training development: in plans for the next 2 years.
- International students at YukonU, current status: recent increase in applications/enrolment; making sure the 15%cap is maintained; some decrease is expected in the following years.

b. Finance and Administration Portfolio Update

No questions/discussion.

7. Finance, Audit & Risk Committee

1. Report from Chair Jason Bilsky

Discussions from December 2, 2024:

- Annual session with the Pension Committee – proposals in the next section, items 2(b)-(g).
- Finance and Audit: reports on previous quarter close, variance year-to-date, and 2024-25 year-end forecast.
- Capital Reserve Fund discussion: process for surplus utilization, this year's major institutional priorities (Polaris Project is number one), financing of urgent operational needs during the fiscal year, and reporting process on Capital Reserves.
- Board budget allocation for 2025-26 fiscal year discussion: no changes compared to the current year; in the package for the Board's feedback - *no questions/discussion*.
- Risk Management: update on the University's current Risk Management process and recommendations for the near future; Audit Management Letter points and management action plan.
- Major Projects updates: Polaris Project, including Project's Funding Plan (further on the agenda under item 12), and Enterprise Resource Planning System – work in progress; a consultant hired to work on a business plan; more coming in March.

Discussion:

- Pension Committee proposals:
 - o potential risks related to the Pension Policy adjustment: none;
 - o contribution holidays – risks: no impact on the health of the Plan; significant change and needs to be properly and timely (effective Jan 1, 2025) communicated to employees, and to YG as a funder.
- Tuition fees calculations: we're at the lowest range and the increase is very modest; the intention is to be transparent, consistent, and make it incremental.

2. Motions from September 16, 2024

a. 2023/24 Audited Statements

MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Mark Wedge to approve the audited financial statements of the Yukon University Employee's Pension Plan Fund for the year ending June 30, 2024 as presented. CARRIED

b. Valuation Results 2024

In the situation of contribution holidays, the rates still need to be approved in order to maintain continuity.

MOTION: MOVED by Tom Ulyett, SECONDED by Mark Wedge to approve

1. That the current employee contribution rates for Group 1 members be reduced by 0.65% for 2025 and the employee contribution rates for Group 2 members be reduced by 0.05% for 2025.

Resultant rates effective January 1, 2025 will be:

Group 1 members	8.97% up to YMPE / 11.37% above YMPE
Group 2 members	6.98% up to YMPE / 8.76% above YMPE

2. To eliminate the letter of credit based on the valuation results presented by TELUS Health. CARRIED

c. **Annuity Buy-in investment proposal**

Discussion:

- Clarification of the buy-in process.

MOTION: MOVED by Jason Bilsky, SECONDED by Mark Wedge based on the recommendations from the Annuity Buy-in Sub-committee and the endorsement of the Pension Committee to approve:

1. The Sub-committee to work with TELUS Health to issue a request for quotation to Sun Life, BMO and Industrial Alliance for an annuity purchase on buy-in basis to cover pensioners of the plan who have commenced pension on or before June 30, 2023.
2. The Sub-committee to review the quotations and accept one of the quotations on behalf of the University as referenced in the presentation if:
 - o The price of the annuity purchase is 100% or less of the liabilities being transferred to the insurance company;
 - o The plan is estimated to remain fully funded following the buy-in. Specifically,
 - The estimated solvency ratio on the live quotation day following the purchase exceeds 105%;
 - The estimated average solvency ratio on the live quotation day following the purchase exceeds 100%; and
 - The estimated going concern funded ratio on the live quotation day following the purchase exceeds 105%.
3. That University management executes and implements the buy-in in accordance with the decision of the Sub-committee. CARRIED (Sara McPhee-Knowles abstained)

d. **Changes to Pension Plan Funding Policy**

MOTION: MOVED by Tom Ulyett, SECONDED by Christine Mahar to approve the amended Funding Policy for the Yukon University Employees' Pension Plan as presented. CARRIED

e. **Changes to the Pension Plan text**

A minor change to include both employer and employee in contribution holiday.

MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Mark Wedge to approve the amended Pension Plan language as proposed by the Pension Committee as follows:

YUKON UNIVERSITY EMPLOYEES' PENSION PLAN

AMENDMENT #1-2024

A new subsection (d) shall be added to Paragraph 6.1 effective December 31, 2024 as follows:

"6.1 (d) If the Employer utilizes actuarial surplus in accordance with Paragraph 6.12 (a) to reduce Employer Contributions for a period, Member Required Contribution will also be reduced by the same amount for the same period accordingly". CARRIED

f. **Contribution Holiday 2025**

MOTION: MOVED by Tom Ulyett, SECONDED by Michelle Parsons to approve that in addition to the Annuity Buy-in, a full Contribution Holiday for Yukon University and its employees be implemented for the 2025 calendar year, December 30, 2024 to December 26, 2025. CARRIED (Lesley Brown abstained)

g. Tuition and ancillary fees for 2025-26 academic year

MOTION: MOVED by Tom Ulyett, SECONDED by Christine Mahar to approve

- a. the tuition fees for 2025-26 academic year with the increase as presented; and
- b. the ancillary fees for 2025-26 academic year the change as proposed. CARRIED

8. Governance Committee

1. Report from Chair

Discussions from December 2, 2024:

- Quorum issue; proposals were moved directly to the Board (next section).
- Policy update from the University Secretary was received.
- Changes to reporting for YukonU Annual Report: the Committee has advised the administration that statistics provided for YukonU Annual Reports be with respect to financial year.

2. Proposals:

a. Board Committees' membership

MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Tom Ulyett to appoint Michelle Parsons as a member of the Human Resources Committee, with the term effective immediately and expiring when the member ceases to be a member of the Board or resigns from the Committee, whichever comes first. CARRIED (*Michelle Parsons refrained from voting – Conflict of Interest*)

b. Board Vice-chair appointment

Christine Mahar stepped out (Conflict of interest); Tom Ulyett chaired this section.
No objections/discussion.

MOTION: MOVED by Jason Bilsky, SECONDED by Brenda Butterworth-Carr to approve the appointment of Christine Mahar as Vice-Chair of the Board with the term effective immediately and expiring when she ceases to be a member of the Board or resigns as Vice-Chair, whichever comes first. CARRIED

c. Articulation Agreements Procedures – concept approval

Discussion:

- Affiliation with Indigenous post-secondary institutions around the world – a long-term vision, the current goal is to establish ourselves nationally; current situation - a longstanding collaboration with the University of Alaska, recent introduction meetings with some BC institutions.

MOTION: MOVED by Jennifer Telford, SECONDED by Samara Robertson-Lawless to approve the development of the new articulation agreements procedures, pursuant to section 3.3(b) of the PO 1.1 Policy Procedures. CARRIED

9. Human Resources Committee

1. Report from Chair Tom Ulyett.

Discussions from December 20, 2024:

- Standing reports from the Executive Advisor to the President, Human Resources, and the President,

- including the EDI update.
- Overview of the updated HR Committee's responsibilities as outlined in its Terms of Reference, effective June 7, 2024.
- Update on the Excluded and Management Employee Handbook; will be published on the YukonU website in the coming weeks.

2. Motions from December 20, 2024:

a. President Reappointment Committee

The President and staff members stepped out (Conflict of Interest).

In-camera discussion:

- Overview of the reappointment process.
- Staff and Indigenous representation on the Committee: the role of the Committee is to oversee a process; the process includes community feedback.

Recommendation: to raise the representation issue with the Senate to encourage indigenous faculty to put their names forward for the Senate nominated positions.

MOTION: MOVED by Brenda Butterworth-Carr, SECONDED by Samara Robertson-Lawless to appoint Mark Wedge as the Board standing member to the President's Reappointment Committee. CARRIED

MOTION: MOVED by Christine Mahar, SECONDED by Brenda Butterworth-Carr pursuant to section 4 of the policy BOG 6.0 Yukon University President Reappointment, to approve the following President Reappointment Committee membership:

1. The Board Chair – David Morrison.
2. The Chair of each Board standing committee: Jason Bilsky (FARC), Christine Mahar (Governance Committee), Tom Ulyett (HR Committee), Victoria Fred (Indigenous Advisory Circle).
3. The student member of the Board: Jennifer Telford.
4. The Board member selected by the Board: Mark Wedge
5. Two faculty members nominated by the Senate as confirmed by the Board Executive Committee. CARRIED

b. Staff Engagement Survey Results

Background information by Christine Mahar.

MOTION: MOVED by Christine Mahar, SECONDED by Sharon Shadow to approve a high-level summary of the employment engagement survey be presented to the board and be publicly available for each year the survey is conducted. CARRIED

c. Appointment of VP Finance and Administration

By Lesley Brown: recruitment and selection process and criteria.
No objections/discussion.

MOTION: MOVED by Jason Bilsky, SECONDED by Brenda Butterworth-Carr upon the recommendation of the President, the Board appoint Andrea McIntyre as the Vice President Finance and Administration/Chief Financial Officer effective February 10, 2025. CARRIED

10. Indigenous Advisory Circle

Report from the meeting Chair, Michelle Parsons:

- Key discussions: launch of the Reconciliation Framework (no later than the end of January); evolution of Community Campuses; PACFNI role and responsibilities; incorporation of Indigenous knowledge in University's programs and courses.
- Recommendation to the Board Chair on the new IAC Chair - Victoria Fred, and Vice-Chair - Michelle Parsons.

11. Report from Student Union

By Jennifer Telford:

- Current on-campus activities for students.
- Student Union name change from College to University, effective October 2024.
- Changes to MOU - working with a legal counsel.
- Student Union President's term expired; Jennifer Telford is considering taking over this position – to be confirmed next week.
- Possibility of raising Student Union fees to better support students – ongoing discussion.
- Student Housing unit upgrade – recommendation to use damage deposit money.

Discussion:

- Relationships between different groups of students (international, domestic, Indigenous, non-Indigenous) and role of Student Union in building good connections.

12. Polaris Project: Update and Funding Plan

Report provided in the meeting package.

Additional notes:

- As of today, the permit is secured.
- As of yesterday, a contract with Ketza is signed; the bidding period was extended until Dec. 18.
- Funding: full amount of the current funding confirmed; no additional cost increase at the moment.

13. Action Items Update

No questions/discussion.

14. Future agenda items – requests from the floor

None.

12:00 – 1:00pm – lunch break

15. Session with Community Campus Committee Chairs

1. Community Campus Committee Handbook

By Gavin Gardiner and John Reed:

- Current Handbook was established in 2011 and requires modernization; proposed changes provided in the package for CCC Chairs' feedback.
- The final draft will be proposed to the Board in March.

Discussion:

- Implementation of the Reconciliation Plan by the Community Campuses - directions and assistance

will be needed.

- Role and responsibilities of CCC Chairs - directions from the Board will be needed as the roles evolve.
- Relationships with FNs, communities, and governments - the updated Handbook will help navigate this. What the Board and administration can do to nourish those relationships: e.g., better coordination of community visits to increase people's attendance (ideally, outside normal work hours or on weekends); support during the transition time.
- Opportunities for students' help through cultural camps.

2. Planning framework

By Shelagh Rowles:

- Overview of the What We Heard document.
- Key feedback from communities.
- Sense of spirit and belonging and creative approach to program development.
- Evolution of the current (old) model of teaching and learning.

Sharon Shadow left.

Julia Joe joined.

3. Visioning Exercise - what YukonU campuses look like in the next 2-5-10 years.

Reflection Highlights:

- Faculty members teaching in the communities
- Having extra curriculum activities for students
- Practicum placement in communities
- Wider range of pre-apprenticeship and apprenticeship programs
- Having community campuses educate new professionals to work in their communities; health support programs for first responders
- Having community campuses facilitate peacemaking circles
- Having stand-alone buildings for campuses and dorms for students
- On the land teaching incorporated into programs and led by Elders.

4. Updates from CCC Chairs.

Session adjourned at 5:00pm. CCC Chairs left, Board members stayed for a brief wrap-up.

16. Adjournment

MOTION: MOVED by Carol Geddes, SECONDED by Jeff Wolosewich to move out of camera and adjourn at 5:10pm. CARRIED
