



*Board of Governors*

**Meeting**

**September 17th, 2016**

**Ayamdigut Boardroom**

**Present:** Paul Flaherty (Chair), Patti Balsillie, Alyce Johnson, Shawn Allen, Mary Samolczyk, Julia Salo, Matthew Landry, Carol Geddes, Vera Holmes, Janet Moodie (Interim President)

**Staff:** Deb Bartlette (VP Academic & Student Services), Lacia Kinnear (Director Strategic Growth & Innovation), Kyla Piper (Executive Assistant)

**Regrets:** Clint Sawicki (VP Research), Kluane Adamek, Mike Burke, Geraldine Van Bibber (Chancellor)

**Guests:** Brian Bonia (Director Human Resources), Dawn Macdonald (Institutional Research Officer), Jonathan Baynes (Executive Director ITLC), Tosh Southwick (Director FNI/ASD), Shelagh Rowles (Executive Director, CNIM), Serge Bagranovski (Manager Safety & Security)

**REVIEW AGENDA**      **MOVED by Patti Balsillie, SECONDED by Mary Samolczyk to approve the agenda as presented. CARRIED.**

**REVIEW MINUTES OF June 11<sup>th</sup>, 2016**      **MOVED by Julia Salo, SECONDED by Patti Balsillie to approve the minutes from June 11<sup>th</sup>, 2016 as presented. CARRIED.**

**BUSINESS ARISING**

- Executive Assistant removed the External Relations Committee item regarding the Chancellor appointment from the Annual planning cycle; Sept 15<sup>th</sup> meeting was cancelled.
- Director Strategic Growth & Innovation has obtained contact information on university secretaries from Consultant Christine Tausig-Ford and can bring that information forward when timing is appropriate for transition discussions.
- Executive Assistant emailed the governance presentation to the Board of Governors.
- Director of Strategic Growth & Innovation has posted the institutional values on the College website.

- The President will provide the Board with more information regarding the National Green Campus Designation at a future meeting.
- The 2016/2017 workplan is on the agenda for this month.

**Action item:**

Board members agreed to bring non-perishable food items to the next Board meeting to support the student food bank.

**REAFFIRM BOARD CHAIR**

At its September 2015 meeting, the Board passed a motion naming Paul Flaherty as the Chair of the Board of Governors. There was no term or end date in the motion. However, the minutes of the Board discussion make reference to the appointment extending to the end of Mr. Flaherty’s term as a member of the Board (i.e., June 30, 2016).

Mr. Flaherty was re-appointed as a member of the Board for a three-year term effective on July 1, 2016. He has been the Board Chair since that time.

Given the above, it is suggested that the Board reaffirm Mr. Flaherty’s appointment as Chair for a three-year term dating from Board’s motion in September 2015.

**MOVED by Julia Salo, SECONDED by Carol Geddes that the Board of Governors re-affirms Paul Flaherty as the Chair of the Yukon College Board of Governors for a three year term ending September 18, 2018. CARRIED.**

**DISCLOSE CONFLICT OF INTEREST & SIGN CODE OF CONDUCT, OATH OF OFFICE**

Board members are required to sign an annual declaration of any real or perceived conflicts of interest as a result of external work, sitting on other boards and committees, etc. Members are also required to sign an annual code of conduct and oath of office as commitment to their role as a member of the Board of Governors. All real or perceived conflicts of interest were verbally declared and declarations, codes of conduct, and oaths of office were signed by all Board members present. The completed forms will be held within the President’s Office. The President’s Office will follow up with any absent Board members for completion of said documents.

**REPORT FROM FARC**

Paul Flaherty provided an update on the FARC meeting held September 16<sup>th</sup>, 2016.

Governing Councils will be addressed by the Governance Committee in their report to the Board.

The revised final 2017-2022 Capital Plan was provided to FARC.

#### Review of audit plan for previous fiscal

Lana Dar, Charlene Taylor and Terra Tanious from the Office of the Auditor General attended via teleconference to review with the Finance, Audit & Risk Committee the audit plan for Yukon College, prepared by the Office of the Auditor General. The plan is very similar to the one for the prior year other than a more condensed presentation that highlights key changes and risks identified. They are using a substantive method for their audit this year.

This plan was reviewed by management and FARC and there were no concerns highlighted with the plan as presented by the Office of the Auditor General.

A significant change for 2015-16 was the creation of the Yukon College Foundation; so the OAG will provide an audit opinion on the Foundation.

#### Campus Housing waitlists

Campus Housing Manager Andrea Clark attended FARC to provide information on current and previous waitlists and demand for housing. Campus Housing receives three times the number of applications than they have space for. There is a review of applications on April 1<sup>st</sup> but there is no application deadline. Applicants from the communities are given first preference if they apply prior to the review date. It was agreed there likely is a shortage of housing. Discussion occurred around the need to prioritize first year students and the President will be working with to ensure the development of policy and processes for waitlist management and prioritization. FARC agreed it is time to reengage in long term planning for housing and to consider what models and what funding or management options may be available; the Board will be working with the President to move forward on this. Discussion with the Board also included concerns about the ability to secure housing for First Nation and international students.

#### Review of Hilltop Bistro financial results & dissolution

The Hill Top Bistro and Culinary Arts Society was created as a non-profit society in 2011 to enable training of culinary students in a fine dining setting. At the time, it was thought that the creation of a separate society was required in order for the facility to secure a liquor license.

The Bistro Arts Society operated on this basis until March 2016 when it was decided to dissolve the society in favour of running its operations through the College. By this time, the College had obtained its own liquor license.

The Bistro Society transferred all its assets to the College in March 2016. The statement of financial position shows that all assets and liabilities have been transferred and/or settled as all the accounts have been zeroed out. The financial results of the Hilltop Bistro will now be reported as part of the results of food services.

The financial reports were provided to FARC for review and were available to the Board in their meeting package for September.

Climate Change Policy Tuition fees & tuition for degree programs at Yukon College

Deb Bartlette attended FARC to bring back further information pertaining to tuition fees for the Climate Change Policy post-degree certificate, as well information pertaining to tuition fees for degree programs at Yukon College.

In the spring of 2016, the CCP coordinator/instructor, the chair of Liberal Arts, the dean of Applied Arts and the Registrar compared tuition rates for similar programs at a range of institutions, including several that YC considers comparator schools. The data is collated in a companion Excel file that was provided to FARC in addition to a briefing note. The recommended tuition is in keeping with the Board's principle for tuition setting (i.e., that tuition be in the upper range of the lower third of comparator institutions). In this case, the comparator institutions chosen offer similar programs in a similar format.

**MOVED by Julia Salo, SECONED by Vera Holmes that the Board to Governors approves a tuition rate of \$500.00 CAD/credit in the Climate Change Policy post-degree certificate program (\$1500.00/3-credit course). CARRIED.**

In the fall of 2017, Yukon College plans to launch its first-ever independently offered undergraduate degree, tentatively titled Bachelor of Arts (Indigenous Governance). Although Yukon College already has a default per-credit tuition fee for undergraduate courses, it recognizes that other postsecondary institutions sometimes charge higher tuition for courses in degree programs.

The Board uses a set of comparator institutions to set tuition. However, as many of these institutions are not degree granting, this may no longer be an appropriate group for comparison for degree programs.

**MOVED by Patti Balsillie, SECONDED by Carol Geddes that the Board of Governors approves the following principles for tuition setting in degree level programming:**

- i. years 1 and 2 of degree studies, including the first two years of current university transfer programs, is**

- determined based on the current policy and comparator institutions**
- ii. years 3 and 4 of degree programs (BSW, B.Ed, BEAD, BAIG, proposed BBA and any future degrees) charge different tuition**
  - iii. years 3 and 4 tuition be based upon the top of the lowest 1/3 of comparator institutions**
  - iv. these comparator institutions are hybrid universities (ie, offer trades and vocational programming as well as degrees) and other colleges or institutes which are degree-granting. CARRIED.**

**Action item:**

Vice President Academic & Student Services will bring forward a specific tuition proposal for degree programs as part of its annual tuition proposal package to be considered by FARC and the Board at the October meeting.

**Contingency reserve plan**

The College has looked at the issue of the contingency reserve plan as part of its preparation of the institutional self-study for submission to Campus Alberta Quality Council (CAQC) to meet external quality assurance requirements for the College's first degree. The College must be able to demonstrate that it has adequate financial backing to both launch and sustain a proposed university program, so as not to put students enrolled in the degree program at risk of being unable to complete the degree because of a lack of funding to run it.

The current goal, based on past Board minutes, is to have reserves equal to 10% of College's operating expenditures.

In addition, there is a limitation in the policy setting out the President's responsibilities that states:

‘The President will not fail to maintain the Board approved responsible contingency reserve plan. The President may draw-down the accrued pension benefit asset reserve by the amount determined by the College's actuary.’

Amending the policy to require the President to maintain an appropriate contingency reserve as approved by the Board would make this responsibility more effective and clear.

The College has also reviewed the policy setting out the Board's responsibilities and is suggesting a related change to ensure the Board responsibilities regarding reserves are clear.

**MOVED by Matthew Landry, SECONDED by Julia Salo, that the Board of Governors approves the proposed changes with**

**respect to a contingency reserve plan to policy BOG-03 Yukon College President Responsibilities as presented. CARRIED.**

**MOVED by Mary Samolczyk, SECONDED by Patti Balsillie, that the Board of Governors approves the proposed changes with respect to a contingency reserve plan to policy BOG-01 Board Responsibilities as presented. CARRIED.**

Input into Board allocation for next fiscal

Board budgets for 2015-16 and 2016-17 as well as the 2015-16 actuals were provided to FARC and the Board in their package for consideration. FARC was asked if any specific line items needed to be addressed in preparation for budgeting for 2017-18.

FARC asked for consideration of \$3,000 to potentially bring in a speaker to assist the board with on-going university transition discussions. FARC also asked that College consider ensuring adequate travel is budgeted for to accommodate the increased costs associated with bringing in members from communities for meetings.

Risk management ~ Review 2015-16

The risk registry for 2015-16 was provided for review. The registry lists the risks that were assessed by FARC in 2015-16 and includes an update on how the risk is being treated and the current status of mitigation. This annual review provides the opportunity to determine if risk mitigation measures were effective in addressing the risks and/or reducing their impacts.

Board travel

Additional discussion occurred at the Board meeting around travel of Board members to go to communities and permissions needed. The Board noted that they would like to be included on travel to the communities when College staff travel to such, or be able to go on their own when approached by a community member. Question was raised on how to better facilitate these processes. The President noted that travel authorizations are a requirement in order to protect all members for liability reasons.

**Action item:**

President will work with the Board Chair &/or Governance Committee to outline a process for ensuring Board members have opportunities to meet with their community 'Board Buddies.'

**OH&S REPORT**

The June and July 2016 and year to date statistics on OH&S were presented to the Board by Brian Bonia and were provided in the September Board package.

**Action items:**

Director Human Resources will investigate whether there is the ability to note in Q-Pulse if the incidents in Campus Housing pertain to students or non-students and will report back to the Board.

The President's Office will coordinate a presentation to the Board on the Threat Assessment Team at its November Board meeting.

**REPORT FROM  
GOVERNANCE  
COMMITTEE**

Patti Balsillie provided an update on the Governance Committee meeting held September 16<sup>th</sup>, 2016.

**Policy review scheduled for current year**

The schedule for policy review for 2016-17 for the Governance Committee was provided for review.

**Review DRAFT policy BOG-18 Service Recognition**

Provisions dealing with service recognition were developed in 2013 and included in the Board bylaws that year. However, when the bylaws were reviewed early in 2016, the Board decided that the section of the bylaws regarding service recognition would be removed from the bylaws and placed in a standalone policy.

The draft policy BOG-18 Service Recognition captures the same wording previously found in the Board bylaws, which dealt both with service recognition and eligibility for courses.

**MOVED by Julia Salo, SECONDED by Vera Holmes that the Board of Governors approves policy BOG-18 Service Recognition as presented. CARRIED.**

**Action item:**

President's Office will add policy BOG-18 Service Recognition to its policy review calendar for on-going review.

**Review DRAFT policy BOG-16 Board Relationship with Governing Councils**

The Governance Committee reviewed a draft policy on its relationship with governing councils in April 2014. At that time, the committee provided the following feedback/input on the draft.

Noteworthy changes to the policy proposed the September 2016 Governance Committee meeting include suggesting an annual report to the Board summarizing governing councils' activities and motions approved and decisions made, rather than them submitting minutes of their meetings on an ongoing basis.

It was noted that these summary of motions and reports from the Governing Councils should be added to the annual planning

calendar at a time when all Councils have a reasonable opportunity to compile their annual results.

**MOVED by Julia Salo, SECONDED by Shawn Allen that the Board of Governors approves policy BOG-16 Board Relationship with Governing Councils as presented. CARRIED.**

Review of Policy BOG-12 Honorary Diploma

At its April meeting, the Board asked that the Governance Committee review and make recommendations on possible changes to the Board policy dealing with the conferring of honorary diplomas (BOG-12).

Several issues related to the policy were discussed at the Board's April 2016 meeting.

These were:

- Whether current elected or appointed officials should be eligible to receive an honorary diploma
- What level of support should be required for a nomination (i.e., number of signatures supporting a nomination)
- Submission deadlines and whether provisions for late applications are needed
- Intent of awarding honorary diplomas
- Nomination/recipient criteria
- Process for obtaining nominations

The Governance Committee considered the suggested changes to policy BOG-12 Honorary Diploma and included the following change:

- Remove "The College will determine what measures are appropriate to solicit nominees."

**Action item:**

President's Office will add Policy Bog-12 Honorary Diploma to the November Board agenda for recommendation for approval.

Board Evaluation

During the recent Board evaluation process, concerns were raised about the ability of individual Board members to assess the performance of the Board as a whole on questions asked, making the results difficult to interpret and difficult to understand from the responses how to effect continuous improvement.

The Committee reviewed the Board evaluation results from 2015-16 for general discussion and to help frame the conversation around a new proposed tool.

A 'per meeting' evaluation option was also discussed by the Governance Committee and brought forward to the Board. This evaluation provided trend data and answers to questions may shift how future meetings are conducted. This was brought forward as a suggestion in addition to the annual evaluation. The Governance Committee noted that a new tool is needed for the annual evaluation, even if the monthly one does not become part of our processes.

Patti Balsillie also brought forward to the Board the suggestion of Board members seeking out governance or educational websites to augment their Board professional development.

**Action item:**

The Governance Committee will come forward at the November Board meeting with some recommended options for evaluation tools (monthly and/or annually).

**REPORT TO THE  
BOARD ON 2013-16  
STRATEGIC PLAN**

President Janet Moodie provided a presentation to the Board on the accomplishments from the 2103-16 Strategic Plan. Dawn Macdonald also attended to present on the results of the Strategic Performance Indicators as related to the 2013-16 Strategic Plan. Both presentations were provided to the Board in their September meeting package.

The Board indicated they would like to know how many of the students employed or involved in research projects with faculty or the Yukon Research Centre are self-declared First Nations. Dawn Macdonald indicated this information could be tracked for reporting purposes.

**2016-17  
WORKPLAN**

A presentation summarizing the Senior Executive Committee final workplans for 2016-17 was presented by the President. The summary workplan presentation was provided to the Board in their September meeting package.

**Action item:**

President's Office will coordinate a presentation to the Board on the institute of Indigenous self-determination for its November meeting.

**LEARNING  
COMMONS  
DESIGN**

Jonathan Baynes attended to present the conceptual design for the learning commons and to provide a tour to the Board of the current space.

**BOARD – CCC  
LIAISON**

The Board reviewed and approved the following Board-CCC liaison list for 2016-17, which is the same as the previous year. It was suggested that the Board review this list again at a later date.

Board Member	Community Campus Committee	Board Member	Community Campus Committee
Mike Burke	Watson Lake	Mary Samolczyk	Faro
Julia Salo	Pelly Crossing	Carol Geddes	Ross River
Alyce Johnson	Haines Junction	Vera Holmes	Mayo/Old Crow
Paul Flaherty	Teslin	Kluane Adamek	Carcross
Shawn Allen	Carmacks	Matthew Landry	WCC
Patti Balsillie	Dawson City		

**COMMUNITITES  
PROGRAMS AND  
SERVICES (PSR)  
UPDATE**

Shelagh Rowles and Tosh Southwick attended to present to the Board the results and recommendations from the Communities Programs and Services (PSR) Review.

The review highlighted many challenges campuses experience including:

- Lack of clear mandate and purpose of community campuses
- Lack of clarity of the role of campus instructors/ coordinators
- Limited support from other divisions within Yukon College
- Unclear and inconsistent role of community campus committees
- Isolation from other campuses, especially Ayamdigut campus

Goals for 2016-17 as a result of the review include: concrete goals for 2016/17 such as:

- Commitment to confirm the purpose and function of community campuses, including the role of campus coordinators, before June 2017
- Commitment to improve the relationship between community campuses and Ayamdigut campus
- Through discussions with campus committees:
  - Determine a consistent role of campus committees
  - Confirm the role of community department heads, campus coordinators and campus committees
- Align responsibility for specific program delivery with specific schools. For example, the delivery of a health

program in a community would be coordinated through the School of Health and Human Services so that staffing and certification is consistent with occupational standards. Campus staff will assist with program coordination, but course content, instructor qualifications and course materials are the responsibility of the programming division

The College will endeavor to host another in-service this fall to further the discussions and to strengthen community campuses plans.

The Board expressed some additional concerns:

- Community Campus Committee members are volunteer positions
- Committee members need to be reminded that a great deal of information is available on the College website
- The Community Campus Committees should familiarize themselves with their Handbook as should the Board
- Ensuring discussion and collaboration is occurring with the Community Campus Committees and their Chairs and not just the Campus Coordinators
- Standardization across Community Campuses is required as some of the campuses experience a high level of control that is to the detriment to the Committees and the community
- It was noted that some processes at Ayamdigut do not always work for all of the Community Campuses

It was asked that Board members be invited when staff are travelling to the communities.

Shelagh Rowles and Tosh Southwick will be working together on a document to update the Board on progress made on the commitments made to the community campuses last year. This will be made available in advance of the November Board meeting, so it can be reviewed, and if necessary revised, prior to the discussion at the November meeting on preparing for the meeting with community campuses.

**Action items:**

President's Office will add Community Campus Committees Follow-up to the November Board agenda for Shelagh & Tosh to present on the Board's commitments to the Community Campus Committees.

The President's Office will forward again the letter that was sent to the Board and the Community Campus Committee Chairs in February 2015 that indicates the commitments made by the Board to

the Community Campus Committees at the December 2015 meeting.

**AGENDA ITEMS FOR FUTURE MEETINGS**

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

The following topics should be considered for future Board meetings:

- Institute of Indigenous Self-Determination (November)
- Threat Assessment Team presentation (November)
- Introduction of the new Yukon College Student Union (November)
- Meeting with the Minister of Education after the election
- Board competency matrix review (for Governance Committee)

**EMERGENCY RESPONSE PLAN**

Safety and Security Manager Serge Bagranovski attended the Board meeting to present on the recently launched Emergency Response Plan and documents related to the plan. Both the detailed plan and emergency 'one-pager' highlights poster which is posted around the College were provided to the Board in their September meeting package.

The goal during the year is to tailor the overall plan for each of the Community Campuses.

There is also a free mobile app that has been developed called 'YC Mobile' that includes, amongst other items, safety and emergency resources.

**OCTOBER BOARD RETREAT**

The draft agenda for the October 14<sup>th</sup>/15<sup>th</sup>, 2016 Board retreat was presented to the Board for review. The retreat, which will focus on Governance, will be facilitated by consultant Christine Tausig-Ford with Lacia Kinnear.

**ADJOURNMENT**

Meeting was adjourned at 2:39pm.

**SUMMARY OF ACTION ITEMS:**

- Board members agreed to bring non-perishable food items to the next Board meeting to support the student food bank.

- Vice President Academic & Student Services will bring forward a specific tuition proposal for degree programs as part of its annual tuition proposal package to be considered by FARC and the Board at the October meeting.
- President will work with the Board Chair &/or Governance Committee to outline a process for ensuring Board members have opportunities to meet with their community 'Board Buddies.'
- Director Human Resources will investigate whether there is the ability to note in Q-Pulse if the incidents in Campus Housing pertain to students or non-students and will report back to the Board.
- The President's Office will coordinate a presentation to the Board on the Threat Assessment Team at its November Board meeting.
- President's Office will add policy BOG-18 Service Recognition to its policy review calendar for on-going review.
- President's Office will add Policy Bog-12 Honorary Diploma to the November Board agenda for recommendation for approval.
- The Governance Committee will come forward at the November Board meeting with some recommended options for evaluation tools (monthly and/or annually).
- President's Office will coordinate a presentation to the Board on the institute of Indigenous self-determination for its November meeting.
- President's Office will add Community Campus Committees Follow-up to the November Board agenda for Shelagh & Tosh to present on the Board's commitments to the Community Campus Committees.
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