



*Board of Governors*

**Meeting**

**Saturday, September 19, 2015**

**Ayamdigut Boardroom**

**Present:** Patti Balsillie (Chair), Paul Flaherty, Mike Burke, Julia Salo, Matthew Landry, Kluane Adamek, Mary Samolczyk, Shawn Allen, Vera Holmes, Alyce Johnson, Karen Barnes (President)

**Staff:** Deb Bartlette (VP Academic & Student Services), Kyla Piper (Executive Assistant)

**Regrets:** Geraldine Van Bibber (Chancellor), Chris Hawkins (VP Research)

**Guests:** Gayle Corry (Director Finance & Administration), Brian Bonia (Director Human Resources), Jennifer Moorlag (Registrar), Jo Stewart (Associate Registrar)

**REVIEW AGENDA**      **MOVED by Julia Salo, SECONDED by Shawn Allen to approve the agenda as presented. CARRIED.**

**REVIEW MINUTES OF JUNE 6<sup>th</sup> and JULY 29<sup>th</sup>, 2015**      **MOVED by Matthew Landry, SECONDED by Mary Samolczyk to approve the minutes from June 6<sup>th</sup>, 2015 as presented. CARRIED.**

**MOVED by Paul Flaherty, SECONDED by Mike Burke to approve the minutes from July 29<sup>th</sup>, 2015 as amended. CARRIED**

**BUSINESS ARISING**

- Presentation on Communities strategic plan has been deferred to the October meeting;
- Gayle has changed the Science Innovation Facility amount to \$5,000,000 and added a foot note that the total value is \$27,000,000; however, Build Canada Fund will assist offset costs for Yukon Government;
- President's Office added to the annual schedule of the Board of Governors a yearly comparative on safety;
- President's Office added to the Board of Governors MyYC page under 'General Information: 14-15 Summary of motions-date' the summary of Board motions for the year;
- Deb Bartlette & Jennifer Moorlag are working together to

identify a better way of gathering data regarding course delivery in the community – blended delivery;

- President’s Office has notified Leslie Cabbott to add youth as one of the focus points for the strategic planning retreat in November;
- President’s Office added to the September Board agenda an initial discussion for the November Board retreat on the Strategic plan for the next few years;
- President’s Office has secured Leslie Cabott as the facilitator for the planning retreat in November;
- President’s Office has added results of the Board evaluation tool to the Board agenda for December – re: areas for improvement.

## **REPORT FROM FARC**

Paul Flaherty provided an update on the FARC meeting held September 18<sup>th</sup>, 2015.

### Inflationary increases

Yukon College will be working with Yukon Government to confirm that they will allow for inflationary increases.

### Review audit plan for previous fiscal

Lana Dar and Charlene Taylor from the Office of the Auditor General attended via teleconference to walk the Finance, Audit & Risk Committee through the draft audit plan for Yukon College, prepared by the Office of the Auditor General. There were no reported concerns with the audit plan as presented.

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

### Risk Management – Maintenance at Yukon College

Yukon Government has recently been downloading costs to their various facilities. Recently, YG stated that they would no longer do the maintenance of the kitchen equipment, trades air compressor and replace the sump pumps in lower trades. In the past YG maintained the air compressor, the kitchen equipment and the sump pumps as they are part of the building systems. They have said recently that they do not want to maintain building systems or equipment that we use solely for programs.

The air compressor located in the lower part of the Energy Centre provides air to all of the trades shops at the College. YG has stated that since the compressor is used for programs they will not replace it and that it is the College’s responsibility to replace it. The

estimated replacement cost is \$25,000.

Yukon College will be in discussion with Yukon Government regarding on-going maintenance to the facility.

#### Agreement on Internal Trade – Yukon Government Briefing

On September 1st Karen and Wayne met with representatives from YG Economic Development who are working on the renegotiation of the Agreement on Internal Trade (AIT).

It is expected that Yukon will include MASH agencies in this negotiation and that will bring the College operations under the AIT.

The major impact to the College is most likely in the area of Procurement practices. The College will be required to adhere to certain standards/processes for purchasing and contracts.

Once the AIT is ratified the details will have to be reviewed to determine the full impacts on College operations.

#### Pension Plan update

In past practice, letters of credit have been issued rather than having to fund solvency deficits. Yukon College is getting close to the limit of credit issued.

The hospital approached the College in May to discuss looking at options for the pension plan to address the concern regarding solvency funding requirements.

An actuary has been contracted by the YG Department of Finance to review and analyze the options that could be available to them regarding the College and hospital plans and potentially others in the Yukon. A report from their actuary is expected at the end of September.

A meeting with the Minister of Finance and Premier at YG and Yukon College has not yet been set up, however in the interim other meetings with the committees and the hospital have been established to review reports and discuss potential options prior to the end of October.

The President's Office will inform the Board of the results of these reports and possible options prior to going to a meeting with the Minister and Premier.

#### Review of Hilltop Bistro financial results

The Hilltop Bistro is in its fourth year of operations and has a year-end of March 31. The Bistro had an annual surplus of \$5,650 for the year ending March 31, 2015 with revenue of \$37,313. As the College has applied to obtain a liquor license under its name the

Hilltop Bistro and Culinary Arts Society will cease operations once the liquor license is issued in the College name. This should occur in the next few months which will simplify management and finance processes.

## **OH&S REPORT**

Brian Bonia provided an update on the monthly and year to date statistics on incidents. Highlights of the July 2015 statistics were:

- 4 incidents in July 2015.
- Most of the outstanding action items have been addressed. It was noted that occurrences are reported, some of which become incidents and are addressed, while others may not require intervention.
- Worksite inspections: YRC Offices and YRC Lab Inspection completed July 14<sup>th</sup> and 15<sup>th</sup>.
- Facilities has implemented in September a trouble ticket system for facilities related issues.

### **Action item:**

Brian will bring forward to OH&S the recommendation to implement a ‘sweep’ of impacted areas when occurrences have been reported.

## **GOVERNANCE COMMITTEE UPDATE**

Patti Balsillie provided an update on the Governance Committee meeting held September 18<sup>th</sup>, 2015.

### **Review of Policy #15: Credit Program and Tuition Adjustment Policy**

Jennifer Moorlag attended Governance Committee to address and explain recommended changes to Policy #15: Credit Program and Tuition Adjustment Policy.

The Registrar has updated the policy and is recommending the following changes per below that reflect previously held discussion:

- Small edit (such as refining the definition of a *single* credit)
- Section 6.2 (program compliment)
  - Removing Computer Technology
  - Choosing 2 trades programs: Electrical and Carpentry
  - Additional language regarding tuition freeze on individual programs that are already at the top of the tuition fee scale

Question was raised about students in communities who have to travel for courses and what can be offered to them as compensation as the cost can be prohibitive. Yukon Government is addressing travel as part of their Yukon Grant review.

**MOVED by Julia Salo, SECONDED by Alyce Johnson that the Board of Governors accepts Policy #15 Credit Program and Tuition Adjustment Policy as presented. CARRIED.**

**Action items:**

Matthew Landry will ask the YCSU 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 will forward the accepted Policy #15 Credit Program and Tuition Adjustment Policy to Yukon Government.

**Review of bylaws and policies**

The Governance Committees working on streamlining its bylaws and policies so as to ensure accuracy and consistency and that all are used to inform each other. Once all bylaws are reviewed a final draft with revisions will be forwarded to Yukon Government.

**DISCLOSE  
CONFLICT OF  
INTEREST & SIGN  
CODE OF  
CONDUCT AND  
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. The completed forms will be held within the President's Office for future reference.

**2015-2016  
WORKPLAN  
PRESENTATION**

Karen Barnes gave an overview of the 2015-2016 operational workplan that the Senior Executive Committee has developed to guide work tasks for the upcoming year.

The workplan contains the following outcomes for the 15/16 year:

*Design a unique post-secondary education model*

- Complete the strategic plan (Board)
- Complete 3 year academic plan
- Complete a baseline market survey to assess public's perception of the college
- Engage alumni staff in supporting events
- Establish Foundation Board and Advancement Office

- Complete an economic impact study
- Build community support and understanding of YRC
- Secure Quality Assurance partner
- Land use plan implementation plan and budget
- Capital funding plan created to align with Land Use Implementation plan
- Open CNIM building
- Web redesign

*Collaborate with First Nations to strengthen relationship and enhance capacity*

- Student FN Competency established
- Phase two of Staff FN Competency established
- Bachelor of Policy Studies in Indigenous Governance development continues
- Increase number of rural apprentices
- Environmental monitoring program delivered
- First Nations Governance and Public Administration certificate delivered fully online
- Establish innovative apprenticeship program in rural communities (pending funding)
- Work with Little Salmon Carmacks First Nation on implementing their training plan
- Deliver dual credit trades program in Mayo
- Continue to develop training farm with THFN in Dawson

*Engage Yukon communities to enhance their educational opportunities*

- Increased offering of online and blended learning courses delivered to communities
- Complete needs assessment in three communities
- Community campus staff re-engaged in teaching online
- Formal dual credit plan and agreement in place with Department of Education Public Schools
- Increased health and science offerings in communities

*Ensure quality to attract and retain students*

- Establish new way-finding signage for Ayamdigut Campus
- Facility sustainability plan completed
- Sustainability plan completed for Centre for Northern Innovation in Mining
- Implement Program and Service review recommendations
- Developed internal Academic governance model
- Complete review of Continuing Education Division
- Complete Campus Housing plan

- Business plans for each SIS department
- Funded student led research project complete
- Negotiated three-year collective agreement complete
- Establish online registration process

*Expand northern research and innovation opportunities*

- Enhance image of YRC with hosted international conference
- Establish incubator at Cold Climate Innovation
- Establish one more full time research position in Northern Climate Exchange
- Enhanced research culture in the communities
- Increased visibility of faculty research and scholarship
- Continue to build research capacity at THFN farm
- Develop Haines Junction facility for research
- Complete and implement plan for promoting research in communities
- Submit NSERC Industrial Chair application for Northern Energy Consortium

An update on progress toward these goals will be provided to the Board during the year.

**STRATEGIC  
ENROLMENT  
MANAGEMENT  
PLAN**

Registrar Jennifer Moorlag and Associate Registrar Jo Stewart presented the Strategic Enrolment Management Plan to the Board of Governors.

The 2015-2018 Yukon College Strategic Enrolment Management Plan was approved at Senior Executive Committee on September 2, 2015.

Highlights of the plan that is ultimately about student success includes three key areas:

*Enrolment (Recruitment)*

- Increase number of school leavers under the age of 20 enrolling at Yukon College by 10%.
- Identify barriers to enrolment and strategically address issues within Yukon College's sphere of influence
- Increase Enrolment in university transfer courses and university-level programs by 5%

*Retention*

- Increase the percentage of student conversion from Academic Skills Development (ASD) credit programming to Yukon College Post-Secondary programming.
- Increase number of students from community campus programming into credit programs and courses.

- Increase persistence rates of Yukon College students

*Completion (Success)*

- Increase number of for-credit completions
- Increase of purposeful student experiential learning opportunities

**Action items:**

The Office of the Registrar will work to capture information from recent high school graduates as to their reasons for choosing Yukon College.

The Office of the Registrar will investigate the possibility of a marketing campaign that shows potential students how they can access Yukon College pathways as a start to go then further their credential (ex. “So you want to be a x?” campaign).

**EMPLOYEE  
SURVEY 2014**

Karen Barnes presented the results of the 2014 Employee Survey prepared by Dawn Macdonald, Institutional Researcher.

Highlights were:

- 61% response rate for permanent and term employees (188 respondents)
- Increased connection to the Strategic Plan ((69%) agree or strongly agree in 2014-15, compared with 50% in 2009-10))
- Wavering buy-in to overall direction (about half (49%) agree or strongly agree, while one-quarter (26%) disagree or strongly disagree, and one-quarter (24%) neither agree nor disagree)
- 62% say Yukon College is an inspiring place to work
- 66% would recommend Yukon College to others as a place to work
- 74% are satisfied with their jobs

*Strengths (where at least 85% agree)*

- Work makes a difference
- Generally enjoy my work
- Good/excellent communication with students
- Good/excellent communication with colleagues in one’s own department
- Support from colleagues and support staff
- Supportive supervisors and management

*Suggestions identified for improvement (at least 25% disagree and*



*fewer than 67% agree)*

- My input is sought on decisions that affect me
- My workload is reasonable
- Have time to participate in College committees and events
- Overall Yukon College is headed in right direction
- Technology for teaching
- Having opportunity to exercise the full scope of talents at work
- Communication with colleagues in other departments, and with Deans, Directors, and VPs
- Improved HR practices (career advancement, feedback on performance, flexible arrangements, adherence to job descriptions, staffing issues, etc.)
- Communication issues (respectful interpersonal communication, clarity about changes and vision)

**Action item:**

When presenting results of employee surveys to employees, the President will commit to highlighting how any issues are being addressed.

**BOARD-  
COMMUNITY  
CAMPUS  
COMMITTEE  
(CCC) LIAISON  
ALLOCATIONS**

At the Board of Governor's December 2011 meeting it was suggested that each Board member has a link to a specific Community Campus Committee (CCC), to improve the frequency and effectiveness of communication between the Board and CCCs. New members have joined the Board of Governors since the last Board-CCC liaison designations were made. The list of contact points was therefore revised and agreed upon as follows:

- Vera Holmes – Mayo & Old Crow
- Julia Salo - Pelly Crossing
- Paul Flaherty - Teslin
- Patti Balsillie - Dawson City
- Matthew Landry - WCC
- Shawn Allen - Carmacks
- Mary Samolczyk - Faro and Ross River
- Mike Burke - Watson Lake
- Alyce Johnson - Haines Junction
- Kluane Adamek - Carcross

Shifting these assignments to become effective immediately will enable introductions to be made in advance of the joint meeting in December so as to make the meetings and dialogue in December more meaningful.

It was recommended that some more formal structure be put in place

in terms of tracking correspondence and connections such as:

- two-way check ins
- sharing of highlights by the Board to the CCC on Board activities
- keep notes to bring to Chair or President on issues if needed
- commitment of the Board to reach out to their CCC
- commitment at each Board/CCC liaison meeting to set a future meeting
- prepared messages from the Board to the CCCs
- reports back to the Board from Board members on a quarterly basis (Committee of the Whole?)

**Action items:**

President's Office will send out to CCC Chairs communication identifying new allocations.

President's Office will add Board-CCC updates to the Board agendas and planning cycle on a quarterly basis

Board members commit to reaching out to their previous (as needed) and new campuses assigned to introduce themselves as their liaison, after the President's office sends out communication to CCC Chairs. Meetings with assigned CCCs to occur 3-4 times a year.

The President's Office will distribute approved Board minutes to the Community Campus Committees.

**REVIEW ANNUAL  
PLANNING CYCLE**

The Board of Governors reviewed the annual planning cycle for the upcoming year to familiarize themselves with items to be expected at each of the meetings for 2015-2016.

**Action item:**

President's Office will add special events to the planning cycle and ensure the calendar is posted on MyYC.

**BOARD PLANNING  
RETREAT IN  
NOVEMBER**

Yukon College Board of Governors are scheduled to attend a planning retreat in November, facilitated by Leslie Cabott, to prepare for the next Strategic Plan. Some time will be spent at the retreat discussing review on the development of the last Strategic Plan.

Karen noted that an online survey tool is in development and will be widely distributed for community engagement.

It was agreed that the retreat will be November 20<sup>th</sup> and 21<sup>st</sup> only.

For logistics it was agreed that:

- Offsite but close to town.
- Dinner on the first night with the Senior Executive Committee.

**Action items:**

President’s Office will add special events to the planning cycle and ensure the calendar is posted on MyYC.

**ELECTIONS OF BOARD CHAIR AND VICE CHAIR(S)**

In accordance with legislation the Board is required to elect a Chair and Vice-Chair(s). Nominations were requested for both positions at this meeting.

The position of Chair is normally held for one to three years. The position(s) of Vice Chair are also normally held for one to three years. Both positions can be reappointed. Paul had previously been Chair, with Patti Balsillie acting as interim Chair and regularly as Vice-Chair.

Pattie Balsillie nominated Paul Flaherty for the position as Chair until the end of his current term (June 30<sup>th</sup>, 2016).

**MOVED by Pattie Balsillie, SECONDED by Julia Salo that Paul Flaherty be appointed as Chair of the Board of Governors. CARRIED.**

Paul Flaherty nominated Patti Balsillie for the position as Vice-Chair.

**MOVED by Paul Flaherty, SECONDED by Mike Burke that Pattie Balsillie be re-appointed as Vice-Chair of the Board of Governors, effective October 1<sup>st</sup>, 2015. CARRIED.**

Once the third First Nations representative has been appointed to the Board, the Board will entertain discussion on the election of a co-Vice Chair.

**Action item:**

The President’s Office will add election of a co-vice chair once the final Board member has been officially appointed.

**MEMBERSHIP ON SUB-COMMITTEES**

The Board is required to ensure adequate membership on all sub-committees (FARC, Governance Committee, External Relations Committee). Due to members retiring from the Board of Governors, the Governance Committee now only has two voting members. New members are required in order to have fair representation and to ensure thoughtfulness and thoroughness in discussions and recommendations brought forward by the Governance Committee. Invitation was extended to Board members to offer to sit on sub-committees of the Board.

The following Board members have offered to serve as members on

the following committees:

Governance Committee:

- Alyce Johnson
- Shawn Allen
- Vera Holmes (tentative)

Finance, Audit & Risk Committee

- Mary Samolczyk
- Vera Holmes (tentative)

**AGENDA ITEMS  
FOR NEXT  
MEETING –  
OCTOBER 16th,  
2015**

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

The following topics should be considered for future Board meetings:

- Agenda for the November retreat;
- Board Policy #17 to the Board for decision;
- Community Strategic Plans.

**ADJOURNMENT**

Meeting was adjourned at 2:04pm.

**SUMMARY OF ACTION ITEMS:**

- Brian will bring forward to OH&S the recommendation to implement a ‘sweep’ of impacted areas when occurrences have been reported.
- Matthew Landry will ask the YCSU 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 will forward the accepted Policy #15 Credit Program and Tuition Adjustment Policy to Yukon Government.
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- When presenting results of employee surveys to employees, the President will commit to highlighting how any issues are being addressed.
- President’s Office will send out to CCC Chairs communication identifying new allocations.
- President’s Office will add Board-CCC updates to the Board agendas and planning cycle on a quarterly basis

- Board members commit to reaching out to their previous (as needed) and new campuses assigned to introduce themselves as their liaison, after the President's office sends out communication to CCC Chairs. Meetings with assigned CCCs to occur 3-4 times a year.
- The President's Office will distribute approved Board minutes to the Community Campus Committees.
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