



*Board of Governors*

**Meeting**

**February 3, 2017**

**Ayamdigut Boardroom**

**Present:** Paul Flaherty (Chair), Piers McDonald, Shawn Allen, Alyce Johnson, Mary Samolczyk, Julia Salo, Mike Burke, Vera Holmes, Carol Geddes, Karen Barnes (President)

**Staff:** Deb Bartlette (VP Academic & Student Services), Erin Symington (Executive Assistant)

**Regrets:** None

**Guests:** Tracy-Anne McPhee (Minister of Education), Michele Shaw (EA to Minister), Brian Bonia (Director Human Resources), Dawn Macdonald (Institutional Researcher)

**REVIEW AGENDA**      **MOVED by Carol Geddes, SECONDED by Vera Holmes to approve the agenda as presented. CARRIED.**

**REVIEW MINUTES OF December 10, 2016**      **MOVED by Julia Salo, SECONDED by Mary Samolczyk to approve the minutes from December 10, 2016 as presented. CARRIED.**

**BUSINESS ARISING**

- CICA Conference
- Nicola Valley Institute Programming update
- Tracking of incidents involving intoxicated individuals

**REPORT FROM FARC**      Paul Flaherty provided an update on the FARC meeting held on February 2, 2017.

**MOVED by Julia Salo, SECONDED by Mike Burke, that the Board of Governors approves the list of degree tuition comparator institutions and endorse a differential tuition fee of \$133/credit for 3rd and 4th year courses (300 and 400 level) within those degrees for which Yukon College sets the tuition, beginning in September 2017 and the tuition policy be revised to include these degree tuition parameters CARRIED.**

Campus Housing Policy (Colleen Wirth) – Administrative Policy

Colleen Wirth attended FARC to discuss the draft *Campus Housing Intake Policy* and the associated *Procedures* documents.

Review preliminary budget for 2017- 2018

The draft budget for 2017-18 was provided to FARC for review. The draft budget currently shows operating surplus of \$18,499.

Appointment of Auditor for Pension Plan

The committee confirmed its policy that annual appointment of the auditor is no longer needed, if the auditor is signed to a multi-year contract.

Pension Update

Employee contribution rates for the federal superannuation plan and College pension plan were provided to FARC with some analysis regarding the potential increase in employee contribution rates for college employees.

Management Response to Management Letter from 2015 - 2016

The management letter was reviewed by management and a response was sent to the auditors, and was provided to FARC for information.

Management Board Submission Update

The College submits a multi-year capital plan to the YG management board secretariat in July of each year. Last year, the submission was for five years from 2016 to 2021.

Canada and YG have approved the Learning Commons and electrical upgrade projects, but did not approve the lecture hall renovations. Details regarding the approved projects were provided in the FARC package.

Biomass Unit Purchase

CanNor has offered one-time funding to Yukon College, to be expended over two fiscal years (Fed FY April to March) for the

purchase, certification and installation of combined heat and power biomass co-generator for use with the Yukon Research Centre.

YC policy requires that the Board approve any capital purchase in excess of \$250,000.

**MOVED by Julia Salo, SECONDED by Mike Burke, that the Board of Governors approve that Yukon College is authorized to purchase the Volter Micro Co-generation Combined Heat and Power Biomass generator for no more than \$300,000 and subject to all costs related to the purchase, shipping, certification and installation being funded through Canada and YG. CARRIED**

#### Risk Management

Risk management is a standing item on the FARC agenda.

Given that Yukon College is once again proposing an increase in employee contribution rates, a risk assessment was conducted regarding this year's increase with respect to the target of reaching a 50-50 cost sharing ratio for the plan by 2019.

#### Yukon College Student Union Financials

YCSU needs to present its financials to the Board of Governors to satisfy the final requirement to be designated the student union under section 10.2(1) of the Yukon College Act.

A student and Treasurer of the Yukon College Student Union, Terry YoungJa Suh, attended FARC to provide Yukon College Student Union's financials to the Board

### **GOVERNANCE COMMITTEE REPORT**

Vera Holmes provided an update on the Governance Committee meeting held on February 3, 2017.

#### 1) Board Competency Matrix Review

The Board Competency Matrix was provided in the Governance Committee package for review.

#### 2) Board Evaluation Tools

During the last meeting on September 16, 2017 the Governance Committee agreed to determine evaluation tools to be brought forward to the Board for approval at their February meeting.

The Committee recommended adding the following to the existing evaluation tool:

- Send interim evaluation (via email) to Board members to complete on top of doing the annual evaluation;
- Allot time at each Governance meeting to discuss what went well, and what didn't with regards to the previous Board meeting and to report the discussion to the Board as part of the Chair report.

**MOVED by Mary Samolczyck, SECONDED by Carol Geddes that the Board approves the proposed Board Evaluation Tools as presented. CARRIED.**

## **OH&S REPORT**

The December 2016 and year to date statistics on OH&S were presented to the Board by Brian Bonia and were provided in the February board package.

### **Action Item:**

- Human Resources Director to report on removal of panic buttons throughout the College

## **MID-POINT WORKPLAN RESULTS PRESENTATION MINISTER MCPHEE VISIT**

As per the Board's annual planning cycle, the President presented the mid-point results of the 2016-17 workplan.

Hon. Minister of Education Tracy-Anne McPhee joined the meeting for the student survey results presentation delivered by Dawn Macdonald.

## **STUDENT SURVEY RESULTS**

Institutional Researcher Dawn Macdonald presented the results of the 2016-17 Student Survey.

## **HONORARY DIPLOMA RECIPIENT SELECTION**

To adhere to the policy guidelines the Honorary Diploma recipient must be chosen by the board in March, 2017.

- No nominations were submitted by the February 1<sup>st</sup> deadline.

## **UNIVERSITY TRANSITION UPDATE**

Karen Barnes provided a verbal update on Yukon College's transition to becoming a University. At this point in the transition there are a number of initiatives underway involving:

- Community engagement
- Political engagement from all government
- Internal staff and student engagement
- Department of education engagement
- Other post-secondary engagement

**STAFF REPORTS**

Karen Barnes & Deb Bartlette provided staff reports on recent activities. The reports were provided in the Board package for review.

Paul Flaherty provided a brief verbal report, which included:

- The Chair & President met with Minister McPhee for the first time last week.
- The meeting was followed by a tour of Yukon College in which other Ministers attended.

**BOARD MEETING DATES 2017-2018**

Proposed dates for Board and Committee meetings were brought forward to the Board for review and approval. It was agreed to the following for 2017-18:

- September 14<sup>th</sup>-15<sup>th</sup> (Thur/Fri)
- October 13<sup>th</sup>-14<sup>th</sup> (Fri/Sat) – Board Retreat
- December 8<sup>th</sup>-9<sup>th</sup> (Fri/Sat) – Joint CCC meeting (Staff Christmas party likely on Dec 9<sup>th</sup> but will be confirmed at a later date)
- February 1<sup>st</sup>-2<sup>nd</sup> (Thu/Fri)
- April 6<sup>th</sup>-7<sup>th</sup> (Fri/Sat)  
Grad on FRIDAY, May 18<sup>th</sup>
- June 7<sup>th</sup>-8<sup>th</sup> (Thu/Fri)

**If there are no objections from the Board to this proposed schedule received via email by the Presidents office in the next week the schedule will be considered approved.**

**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:

- Report on community campus committees engagement
- The Blanket Excercise (for COW or Board Retreat)
- Off campus housing options
- Local recruitment for Yukon highschool students

**ADJOURNMENT** Meeting was adjourned at 1:45pm

**SUMMARY OF ACTION ITEMS:**

- Human Resources Director to report on removal of panic buttons throughout the College
- If there are no objections from the Board to this proposed schedule received via email by the Presidents office in the next week the schedule will be considered approved.