



***Board of Governors***

**Meeting**

**December 10, 2016**

**Ayamdigut Boardroom**

**Present:** Paul Flaherty (Chair), Patti Balsillie, Alyce Johnson, Shawn Allen, Mary Samolczyk, Julia Salo, Matthew Landry, Carol Geddes, Karen Barnes (President)

**Staff:** Deb Bartlette (VP Academic & Student Services), Lacia Kinnear (Director Strategic Growth & Innovation), Clint Sawicki (VP Research), Fabiana Naves (Executive Assistant), Erin Symington (Executive Assistant)

**Regrets:** Vera Holmes, Piers McDonald, Mike Burke

**Guests:** Brian Bonia (Director Human Resources), Tosh Southwick (Director FNI/ASD), Shelagh Rowles (Executive Director, CNIM), Community Campus Committee Chairpersons (for joint meeting in afternoon) John Reid and Eric Hoograstraten

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

**REVIEW MINUTES OF Sept 17, 2016**      **MOVED by Shawn Allen, SECONDED by Patti Balsillie to approve the minutes from September 17, 2016 as presented. CARRIED.**

**BUSINESS ARISING**

- Tuition proposal for degree programs to be discussed in February 2017;
- Threat Assessment Team presentation done in the Committee of the Whole on December 9<sup>th</sup> 2016;
- Policy BOG-18 Service Recognition added to the annual policy review calendar;

**REPORT FROM FARC**

Paul Flaherty provided an update on the FARC meetings held November 17<sup>th</sup> & December 9<sup>th</sup>.

Paul reported that there was a joint FARC and Pension Meeting for the first part of the November meeting to review pension plan performance.

Investment report

Investment Manager Gordon Gibbons joined the joint FARC/ Pension Committee meeting to present the investment management report.

Approval of pension plan letter of credit

**MOVED by Julie Salo, SECONDED by Mary Salmoczyck that the Board of Governors authorizes Yukon College to obtain letters of credit to a maximum of \$13,554,585 which is the balance of the letter of credit as of December 30th 2016, and this amount cannot increase as the limit of 15% of the market value of pension plan assets as of June 30, 2016 has been reached. CARRIED.**

Review Pension plan SIPP and investment performance review

**MOVED by Shawn Allen , SECONDED by Matt Landry that the Board of Governors approves the Statement of Investment Policies and Procedures as presented. CARRIED.**

Building renovation update

Yukon College and Yukon Government will soon commence discussions regarding the renewal of the lease agreement for Ayamdigut Campus.

Mold remediation work by Yukon Government has been halted, but will continue in the new year.

Proposed Tuition Fees for 2017/18 Academic

Yukon College tuition and ancillary fees are to 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.

**MOVED by Julia Salo , SECONDED by Carol Geddes that the Board of Governors approves a tuition fee increase of .4% or \$.50 per credit for the 2017/18 academic year for all programs**

**except Practical Nursing, Culinary Arts, Geological Technology and trades programs. CARRIED.**

Review of Audited Financial Statements

The draft audited financial statements were provided for review in the Board package.

**Action Item:**

Advancement Manager to look at how other institutions operate their Foundation, in regards to autonomy to the institution's administration.

**MOVED by Patti Balsillie, SECONDED by Matt Landry that the Board of Governors approves the audited financial statements for the year ended June 30, 2016 as presented, subject to minor adjustments, and authorizes the Board Chair and one other Board member to sign the Statement of Financial Position on the Board's behalf. CARRIED.**

**MOVED by Julia Salo , SECONDED by Mary Samolczyck that the Board of Governors approves the proposed adjustments to reserves as presented. CARRIED.**

Review of audit results with Office of the Auditor General (OAG)

Auditors Lana Dar and Charlene Taylor joined FARC via teleconference to review the audit results.

The audit was finished within the deadline and no major adjustments were done to the statements.

Review Management Letter for previous Fiscal

The letter has been reviewed and management will respond to it. Yukon College will be making some recommendations which will be outlined in our response and will be doing further follow up on the management letter in the coming months.

Review draft Yukon College Annual Report

The draft Annual Report 2015-2016 was included in the December Board package for review.

This document will sent to government to be tabled in the legislature in the spring and to the community

### Risk Management – Low Enrolment at SOVA

Enrollment at SOVA is down this year to 7 students and the program has not ever been at full enrollment.

A risk assessment was conducted at the FARC meeting to generate some mitigation strategies should low enrolment continue.

### **OH&S REPORT**

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

#### **Action items:**

Director of Human Resources to report to the Board on a yearly comparative number of incidents involving intoxicated individuals.

### **ACADEMIC PLAN PRESENTATION**

The College's five year Academic Plan for 2016-2021 was provided in the December Board package for review.

Academic Council recommended that the Board endorse the 2016-2021 Academic Plan.

#### **Action Item:**

Vice-President Academic & Student Services to provide update on the programming that will be done in partnership with Nicola Valley Institute of Technology at the next Board meeting.

### **ACADEMIC APPEALS ANNUAL REPORT**

The Academic Appeals Subcommittee Annual Report for 2015-2016 was provided in the December Board package for review.

There was one academic appeal initiated and the subcommittee agreed with the conditions set out by the Dean in regards to non-academic misconduct.

### **GOVERNANCE COMMITTEE CHAIR BOARD – PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Paul Flaherty (Board Chair) appointed Vera Holmes to be the new Governance Committee Chair.

For 2016-17 the Board of Governors has budget available for training and attendance at conferences.

Suggested options might include:

- CIGan Conference April 30, 2017 - May 02, 2017 in Ottawa

- Pattie Balsillie mentioned – Finance Training (tutorial sessions with Gayle) direct applicability.

There is also the possibility of having expert speakers come to Whitehorse to address the board on the university transition. These might include

- Dominic Geroux, President of Laurentian University,
- Christine Tausig-Ford formerly from Universities Canada,
- Mike Mahon, President, University of Lethbridge,
- Max Blouw, President of Wilfred Laurier University.

**Action items:**

President’s Office will send out a link to Board members for the May 2017 CICan Conference.

Board members interested in attending any of the CICan conferences should contact the Board Chair stating their interest.

President’s Office to look into providing the Board with Finance Educational opportunities that relate to Yukon College.

**APPROVE BOG-12  
HONORARY  
DIPLOMA**

The Board policy dealing with the conferring of honorary diplomas (BOG-12) was reviewed with recommended changes presented by the Governance Committee. .

**MOVED by Patti Balsillie , SECONED by Julia Salo that the Board to Governors approves** the revised policy (BOG-12) Honorary Diploma, as recommended by the Governance Committee **CARRIED.**

**CCC – WCC  
APPOINTMENT**

As per the College Act, proposed Community Campus Committee (CCC) members are required to be officially appointed to the CCC by the Board of Governors.

There was one proposed appointment to the Whitehorse Correctional Centre CCC for the Board to consider:

- Adam Frederikson

**MOVED by Matt Landry , SECONED by Julia Salo that the Board of Governors appoints Adam Frederikson to the**

**Whitehorse Correctional Centre Community Campus  
Committee. CARRIED.**

**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:

- Board participation in the Board evaluation process & Board evaluation tool efficacy – Governance Committee (Feb)
- Presentation on National Green Campus Designation (TBD)
- Discussion on the university communication and branding/marketing (TBD)
- Meeting with the Minister of Education after the election
- Board competency matrix review - Governance Committee

**IN CAMERA  
SESSION**

**MOVED by Matt Landry , SECONDED by Patti Balsillie to  
commence in camera session at 11:30am. CARRIED.**

**MOVED by Matt Landry, SECONDED by Alyce Johnson to  
close in camera session at 11:40am. CARRIED.**

**RESPONSE  
LETTER TO CCC  
CHAIRS**

Shelagh Rowles and Tosh Southwick attended the board meeting to provide an update on the commitments the BOG Chair made to CCC Chairs last spring.

**REVIEW AGENDA  
FOR BOG/CCC  
JOINT MEETING**

Shelagh Rowles and Tosh Southwick provided an update and reviewed the agenda for the afternoon joint Board of Governors and Community Campus Committee Chair meeting.

Focus of the joint meetings is:

- CCCC/ Board discussion
- Update from President on Yukon University Transition
- New updated Terms of Reference; Approval of Terms of reference

**JOINT BOG – CCC  
CHAIR MEETING**

The Board of Governors joined the Community Campus Committee Chairs for the afternoon.

**ADJOURNMENT**

Meeting was adjourned at 12:05pm

**SUMMARY OF ACTION ITEMS:**

- Advancement Manager to look at how other institutions operate their Foundation, in regards to autonomy to the institution's administration.
- Director of Human Resources to report to the Board on a yearly comparative number of incidents involving intoxicated individuals.
- Vice-President Academic & Student Services to provide update on the programming that will be done in partnership with Nicola Valley Institute of Technology at the next Board meeting.
- President's Office will send out a link to Board members for the May 2017 CIGan Conference.
- Board members interested in attending any of the CIGan conferences should contact the Board Chair stating their interest.
- President's Office to look into providing the Board with Finance Educational opportunities that relate to Yukon College.