



Board of Governors

Meeting

April 8, 2017

Ayamdigut Boardroom

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

Staff: Deb Bartlette (VP Academic & Student Services), Lacia Kinnear (Director Strategic Growth & Innovation), Clint Sawicki (VP Research), Michael Hale (Chief Administrative Officer), Erin Symington (Executive Assistant)

Regrets: Mike Burke

Guests: Brian Bonia (Director Human Resources), Tosh Southwick (Director First Nation Initiatives)

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

REVIEW MINUTES OF FEBRUARY 3, 2017 **MOVED** by Shawn Allen, **SECONDED** by Carol Geddes to approve the minutes from February 3, 2017 as presented. **CARRIED.**

- Remove Matt Landry from attendance list

BUSINESS ARISING • Removal of Panic Buttons throughout the College

REPORT FROM FARC Paul Flaherty provided an update on the FARC meeting held on April 7, 2017.

Review Full Year Forecast Results

An update was provided on the full year forecast for the 16/17 fiscal year, including finalizing variances. As with previous years, Yukon College is finalizing the 16/17 forecast to ensure that the budget remains balanced through the fiscal year.

This year's forecast includes reallocations to account for overages in severance and unexpected expenses related to Learning Commons furniture.

Monitoring of Board Budget

The preliminary board budget results up to and including December 31, 2016 were provided for review.

Approve Board Budget for 2017- 2018

The draft board budget for 2017-18 was provided for review. The 2017-18 budget is \$56,057.

MOVED by Julia Salo, SECONDED by Alyce Johnson that the Board of Governors approves the board budget for 2017-18 with a net expenditure budget of \$56,057 as presented. CARRIED.

Review Cash Flow Statement

A draft cash flow statement for July 2016 to December 2016 with comparatives to the prior year was provided in the meeting package for review. The College is in a healthy position.

Approve College Budget for 2017-2018

The draft budget for 2017-18 was provided for review. The 2017-18 budget has a projected operational surplus/deficit of \$0.

MOVED by Vera Holmes, SECONDED by Julia Salo that the Board of Governors approves the 2017-18 draft budget as presented with potential adjustments being made for additional third party revenue / expenses confirmed at a later date. CARRIED.

Pension Administration Manual Review

The pension administration manual is reviewed annually by finance and HR staff and must be reviewed annually by FARC. The manual was reviewed by HR and Finance and no changes are being made.

Review Policy BOG-09 Financial Accountability & Risk Management

Policy BOG-09 Financial Accountability & Risk Management was reviewed at the FARC meeting. FARC had no objections to the recommended changes by the Governance Committee. The Policy will go back the Governance Committee for agreement and recommendation to the Board.

University Budget

A draft multi-year budget for University Transition was reviewed at the FARC meeting.

Yukon College staff are developing a multi-year budget for University Transition, in anticipation of seeking funding from Yukon Government. YG has asked the college to present a multi-year budget, as part of the government's long term planning for transition to a university. The draft budget will come back to FARC for approval.

Risk Assessment

Risk assessment is a standing item on the FARC agenda.

A risk assessment was conducted on whether or not to significantly increase the number of international students on campus through the development of post-degree diploma options geared specifically towards international students.

Update on Collective Bargaining

An update on the Collective Agreement was provided at the meeting. On February 23, 2017 the Board of Governors voted to accept the three-year Collective Agreement between Yukon College and the Public Sector Alliance of Canada as negotiated. It is now with the Union for approval.

- The ratification vote is tentatively scheduled for Thursday April 13th, 2017

Action Item:

- Executive Assistant to organize a FARC meeting in May

GOVERNANCE COMMITTEE REPORT

Vera Holmes provided an update on the Governance Committee meeting held on April 7, 2017.

- 1) Board Evaluation Tools – Interim Evaluation

The Interim Evaluation Tool was brought forward to the Board for approval. The evaluation will be used beginning in December of 2017.

MOVED by Julia Salo SECONDED by Carol Geddes to approve the Interim Evaluation Tool as presented. CARRIED.

2) Revised BOG-07 Monitoring Presidents Performance

The revised Policy BOG-07 Monitoring of Presidents Performance was brought forward to the Board for approval.

MOVED by Shawn Allen SECONDED by Alyce Johnson to approve Policy BOG-07 Monitoring President's Performance as presented. CARRIED.

3) Review of Policy BOG-10 Community Campus Committee Relationship

Policy BOG-10 Community Campus Committee Relationship was brought forward to the Governance Committee for review. Tosh Southwick will be providing a CCC Update at the Board meeting.

4) Review of Policy BOG-16 Board Relationships with Governing Councils

Policy BOG-16 Board Relationships with Governing Councils was brought forward to the Governance Committee for review. There were no recommended changes to this Policy at this time.

5) Review Board Section of New Legislation

The Board of Governors section of the Yukon College Act was brought forward to the Governance Committee for review. Lacia attended the meeting to discuss different examples of University Acts and the organization of different Board memberships.

OH&S REPORT

The February 2017 and year to date statistics on OH&S were presented to the Board by Brian Bonia and were provided in the April board package.

Brian also reported on the removal of Panic buttons throughout the College.

CCC UPDATE

Tosh Southwick attended the Board meeting to provide an update to the Board on the Community Campuses.

Over the last 10 months the focus has been on building and improving relationships with Community partners and strengthening Campus services.

Highlights included:

- A new mandate has been established for the Community Campus division
- Shelagh and Tosh have been to every community at least twice in the last year
- Elder services on campus is proving to be very successful

ACCESS TO EXCELLENCE PROJECT INFORMATION

Tosh Southwick provided an update on the Master Card Foundation Access to Excellence Initiative.

The Master Card Foundation approached Vancouver Island University and Yukon College to submit a proposal to their new Canadian initiative they are calling A2E. It will be managed by Rideau Hall foundation and will be a five-year commitment with the possibility of extension.

Yukon College has submitted a proposal to Master Card and Rideau Hall Foundations for 4.5 million over the next 5 years.

CONVOCATION – MAY 19, 2017

Executive Assistant informed the Board of the upcoming May 19th Convocation and provided information regarding the keynote speaker for the two ceremonies.

DONATIONS TO YUKON FOUNDATION

As per policy, the honoraria that Board members would receive for one meeting per year will go towards the Yukon Foundation as a contribution to the Board of Governors Endowment Fund, in order to provide a scholarship for Yukon College students. The June meeting has been selected as the meeting from which these honoraria will be donated on an annual basis.

As per Policy BOG-02 (Board Member Responsibilities), if the Board member is absent from the June meeting, the honorarium donation will be paid to the Endowment Fund on behalf of that member at the next Board meeting that the member attends, usually September.

**UNIVERSITY
TRANSITION
UPDATE**

Lacia Kinnear 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

**YUKON RESIDENT
ATTITUDE
SURVEY**

The Yukon Resident Attitude Survey & the Communications Plan were provided in the Board package for review.

Yukon College conducted its first Attitude/Perception Survey in the Yukon which measures the Yukon public's attitude and perception of Yukon College. This tool is expected to provide College and External Relations, as well as all levels of College management, with a means for assessing our success with reaching goals related to branding Yukon College.

There were 500 respondents to this survey from within the Yukon, in addition to approx. 170 staff respondents. The overall impression of Yukon College among Residents is very good with almost nine in ten (87%) rating it as 'very favourable' or 'somewhat favourable'.

Overall the vast majority of Residents agree with the positive statements evaluated about the transition of Yukon College to a University. Staff were not as positive in general but still agreed with most of the positive statements about Yukon University.

**CCC
APPOINTMENTS**

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

There are 9 proposed appointments to the Dawson City CCC for the Board to consider:

- Vera Holmes
- Juanita Nakashima
- Melissa Atkinson
- Helen McCullough
- Teresa Conkin
- Amanda Moffat
- Ashley Doiron

- Rommel Verdeflor
- Edward Whitehouse

MOVED by Mary Samolczyck, SECONDED by Julia Salo that the Board of Governors appoint Vera Holmes, Juanita Nakashima, Melissa Atkinson, Helen McCullough, Teresa Conkin, Amanda Moffat, Ashley Doiron, Rommel Verdeflor, and Edward Whitehouse to the Dawson City Community Campus Committee. CARRIED.

**STRUCTURE
UPDATE**

Michale Hale provided an update on the realignment of some divisions that will begin on July 1st. Yukon College will have a new division focused on fostering better engagement and inclusion of the community campuses, developing new business lines, and creating a group that is specifically tasked with a “start up” approach to new programming.

An email will be sent out to all staff to ensure that everyone has accurate and consistent information with regards to the change and the whole community knows and understands what is taking place.

**BOARD & BOARD
CHAIR
EVALUATIONS**

The survey links to the Board and Board Chair evaluations for 2016-17 were provided to the Board of Governors. The Board has been asked to complete these evaluations by April 30th. Results will be compiled and presented for discussion at the June Board meeting.

**PRESIDENT
EVALUATION**

The survey link to the President evaluation for 2016-17 was provided to the Board of Governors. The Board has been asked to complete this evaluation by April 30th. Results will be compiled and presented for discussion at the June Board meeting.

**PLANNING BOARD
RETREAT**

The Board plans an annual retreat for the fall of each year. In the 2017-2018 academic year, the plan is to have a two-day retreat in October.

The focus of the retreat will be continued planning for the university transition. Initial plans include a visit from the President of Wilfred Laurier University, Dr. Max Blouw who will speak on the value of a university in a small city. The second day of the retreat will be focused on governance and legislation and one idea is to have this be a joint session with the Academic Council at the College.

Discussion included:

- President Max Blouw from Lethbridge University will attend for a portion of the day (1-2 hours)

- Location – College Facilities considering the content of the meeting
- Consider inviting the Minister
- Latter part of the 2 day retreat to summarize where the College is at in terms of legislation

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:

- The Blanket Exercise (for COW or Board Retreat)
- Off campus housing options (TBD)
- Local recruitment for Yukon high school students (TBD)

JUNE MEETING DATES

The June Board meeting is currently schedule for June 9th/10th. A recommendation was brought forward to move the meetings to June 16th/17th. The majority of Board Members are available for the proposed dates.

It was agreed that the June meeting dates will be changed to June 16th/17th.

IN CAMERA ADJOURNMENT

The Board went In Camera for the remainder of the meeting

Meeting was adjourned at 2:00pm

SUMMARY OF ACTION ITEMS:

- Executive Assistant to organize a FARC meeting in May