



Board of Governors

Meeting

December 9, 2017

Ayamdigut Boardroom

Present: Paul Flaherty (Chair), Piers McDonald (Chancellor), Vera Holmes (Vice Chair), Mike Burke, Shawn Allen, Mary Samolczyk, Julia Salo, Carol Geddes (Vice Chair), Chris Milner, Karen Barnes (President)

Staff: Michael Hale (Chief Administrative Officer), Karen Harker (VP Academic & Student Services), Lacia Kinnear (Director of Governance and Strategic Initiatives), Clint Sawicki (Associate VP, Research Administration), Bronwyn Hancock (Associate VP Research Development), Erin Symington (Executive Assistant)

Regrets: Judy Gingell

Guests: Eric Jun Hyeock Kim (YC Student Rep nominated by YCSU), Shelagh Rowles (Executive Director, CNIM), Community Campus Committee Chairpersons (for joint meeting in afternoon), John Reid and Eric Hoogstraten

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

REVIEW MINUTES OF October 14, 2017 **MOVED by Shawn Allen, SECONDED by Vera Holmes to approve the minutes from October 14, 2017 as presented. CARRIED.**

BUSINESS ARISING • Policy BOG-15 Credit Program Tuition Fee Adjustment – signed by Minister and Board Chair

REPORT FROM FARC Paul Flaherty provided an update on the FARC meetings held December 1st & December 8th.

Paul reported that there was a joint FARC and Pension Meeting for the first part of the December 1st meeting to review pension plan performance.

December 1st Joint FARC & Pension Committee Meeting

Investment report

Gordon Gibbons from Leith Wheeler joined the joint Finance, Audit and Risk Committee and Pension Committee meeting to present the investment management report. The full report is in the meeting package for further review and information.

Review Pension plan SIPP

The Statement of Investment Policies and Procedures (SIPP) is reviewed annually. The proposed changes to the SIPP were provided in the package for review. There are no major changes being proposed to the SIPP this year.

MOVED by Shawn Allen , SECONDED by Chris Milner that the Board of Governors approve the Statement of Investment Policies and Procedures as presented. CARRIED.

Review Investment Performance

Hugh Prychitka from Morneau Shepell presented the annual investment performance review for the pension plan. The investment performance review was provided in the meeting package for further review.

Review pension plan actuarial valuation

Actuary Stuart Morgan was in attendance to present the draft actuarial valuation preliminary results report and assumptions for the pension plan for 2016-17.

Review of audited pension financial statements

The auditor Erik Hoenisch from Crowe Mackay attended the meeting to present the draft pension audited financial statements for 16-17 that were provided in the meeting package for review. The Pension Committee reviewed the financial statements during the joint meeting with FARC.

Review performance and contracts for actuary, pension plan, investment manager, and trustee

Finance, Audit and Risk Committee, and the Pension Committee reviewed the performance of the service providers for the pension plan: actuary - Morneau Shepell, the investment manager - Leith Wheeler, the trustee - RBC Investor Trust Services and the auditor - Crowe Mackay.

For 16-17, the College received good service from all the service providers.

December 1st FARC meeting

Motions from Joint meeting

The Pension Committee members Mike Barwell, Leslie Joannis, and Jane Wightman reviewed the Statement of Investment Policies and Procedures, the actuarial assumptions, and the audited pension financial statements and recommended to FARC for Board approval.

FARC approved the pension plan actuarial assumptions and the draft actuarial preliminary report for 2016-17

FARC approved the pension audited financial statements for the year ended June 30, 2017 as presented and authorized the Chair of FARC and one other FARC member to sign the Statement of Net Assets Available for Benefits on behalf of the Board.

Preliminary year end results

The preliminary financial results for 16-17 were provided in the FARC meeting package for review.

The College is now consolidating the Foundation into its financial results

With the surplus this year, the reserves will be \$4.4 million and under the target of 10% of annual expenses (\$4.7 million). The target will be short by \$299,000. We will have an unrestricted deficit on the statement of financial position of approximately \$7.7 million.

Preliminary Board year end results

A briefing note and financial summary were provided in the meeting package for further review and information. No concerns were raised.

Approval of pension plan letter of credit

The cumulative amount of the letter of credit will now be \$18,318,077 to cover solvency through to the June 30, 2019 valuation.

The actual limit on the letter of credit will be \$18,639,390 based on solvency liabilities but the College may not hit that limit by June 30, 2019. If nothing were to change between the current valuation and

next year's valuation, the College would not hit the letter of credit upper limit until August 2019.

The budgeted costs of the letter of credit for 17-18 are \$104K and the costs are forecasted to be \$124K for 18-19. Historically, YG has covered these costs and administration expects that to continue.

MOVED by Julia Salo, SECONDED by Shawn Allen that the Board of Governors authorizes the College to obtain letters of credit up to \$18,318,077 which is the amount required up to June 30, 2019. CARRIED

December 8th FARC Meeting

Proposed Tuition Fees for 2018/2019 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.

During the consultation process 8 notes of feedback were received. All related or unrelated concerns have been addressed by the Registrar. There are no higher administrative costs related to increase.

MOVED by Carol Geddes, SECONDED by Mike Burke that the Board of Governors approve 2018-19 tuition fees as:

- **.43% tuition (.50/credit) fee increase for certificate and diploma programs – taking tuition to \$116/credit. Except Practical Nurse, Culinary, Renewable Resource Management, Geological Technology and trades programs;**
- **Differential tuition of \$133/credit for 3rd and 4th year courses (300 and 400 level) in degree programs for which we set the fees;**
- **Tuition fee of \$500/credit for post-graduate certificate programs;**

CARRIED.

Review of audited financial statements

The draft unaudited financial statements were reviewed at the December 1st FARC meeting.

The draft audited financial statements were presented to FARC and provided in the meeting package for review.

MOVED by Julia Salo, SECONDED by Vera Holmes that the Board of Governors approve the audited financial statements for the year ended June 30, 2017 as presented, subject to minor audit adjustments, and authorizes the Chair and one other Board member to sign the Statement of Financial Position on behalf of the Board. CARRIED

MOVED by Carol Geddes, SECONDED by Shawn Allen that the Board of Governors approve the proposed increase of \$545,083 to reserves as presented. CARRIED

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

Auditors Lana Dar and Murray Mackwood joined FARC via teleconference to review the audit results.

Review draft Yukon College Annual Report

The draft Annual Report 2016-2017 was included in the December FARC package for review.

Review interim variance report

Interim financial results for July 2017 to October 2017 were included in the December FARC package.

Review Management Letter for previous Fiscal

The auditor explained highlights of the management letter for 2016-17 that was provided in the December meeting package for review. The College management will review the letter and respond to it as well as making some of the recommended changes.

Yukon College will provide a response and will be doing further follow up on the management letter in the coming months.

Treatment of Surplus Funds

Yukon College is expecting to post a surplus of \$415,266. Those funds would normally be returned to reserves. However, in the current fiscal year, there are two significant liabilities that were not planned for in the budget process.

MOVED by Julia Salo, SECONDED by Shawn Allen that the Board approve allocating:

- up to \$235,000 of the 16/17 surplus funds towards unplanned severance costs; and,
- up to \$20,000 of the 16/17 surplus funds to cover legal costs related to a recent grievance.

CARRIED

**REPORT FROM
GOVERNANCE
COMMITTEE**

Vera Holmes provided an update on the Governance meeting held September 15th & November 10th.

Proposed Board Membership

Vera brought forward the model of Board Membership that was agreed upon at the December 8th Governance meeting.

Total recommendation is 16 members to be comprised as follows:

- First Nation Representatives (3)
- Community Representatives (3)
- Student Representative (1)
- Senate Representative (1)
- Staff Representative (1)

Board of Governors to approve:

- President (1)
- Chancellor (1)
- Members at Large (5)
- Chair will be chosen amongst members of the Board

MOVED by Shawn Allen, SECONDED by Carol Geddes that the Board approve the proposed Board membership model to put forward for recommendation. CARRIED

The next Governance meeting will be taking place on January 11th where the Committee will continue discussing Board powers and the University Mission.

**INTERIM
EVALUATION**

It was agreed on in April, 2017 that the Board of Governors will complete an interim evaluation each December in addition to the annual evaluations.

Action Item:

- Executive Assistant to email out link to survey to Board members

OH&S REPORT

The November 2017 and year to date statistics on OH&S were presented to the Board by Michael Hale and were provided in the December board package.

Action items:

- Provide summary of the nature of incidents and do a breakout of types of incidents for communities

**BOARD –
PROFESSIONAL
DEVELOPMENT
OPPORTUNITIES**

For the fiscal year 2017-18, the Board budget has \$3,000 available for conference fees.

Suggested option for 17-18 might include:

- CICan Conference Apr 29, 2018 - May 2, 2018 in Victoria, BC
- Rural/ remote symposium in Comox the day before CICan
- Opportunity to do the FNI 101 course at Yukon College on January 5th.
- Opportunity to take a credit course – one per year

*Board members to contact Board Chair about attending CICan by January if interested.

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

- Mike Mahon, President, University of Lethbridge will be coming in February to speak to the Board
- Mark Evered – retired President of University of the Fraser Valley will be approached for possible future visit

**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 were 2 proposed appointments to the Faro CCC, 4 to the Ross River CCC, 6 to the Carcross CCC, 6 to the Teslin CCC, 7 to the

Watson Lake CCC, 5 to the Haines Junction CCC, and 9 to the Whitehorse CCC for the Board to consider.

MOVED by Vera Holmes , SECONDED by Julia Salo that the Board of Governors appoint the proposed members to the appropriate Community Campus Committees as presented. CARRIED.

**ACADEMIC
APPEALS ANNUAL
REPORT &
ACADEMIC
COUNCIL UPDATE**

Academic Council Meetings

- Two Academic Council meetings held this fall on October 18th and Nov 15th

The Academic Appeals Subcommittee Annual Report for 2016-2017 was provided in the December Board package for review.

There was one academic appeal initiated and the appeal committee reached a unanimous decision in support of the decision made by the instructor.

INNOVATION HUB

A risk assessment was completed at the December 8th FARC meeting on whether and/or how to partner with Yukon Government, Co-Space and the private sector on the development of a downtown Innovation Hub.

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

Shelagh Rowles 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:

- Approval of new Terms of Reference
- Status Update on University Transition/Community Feasts
- Highlights from Annual Plan Feedback
- Highlights for Year and Identification of one Training Priority
- CCC Communication with YC and BOG

**AGENDA ITEMS
FOR NEXT
MEETING**

Board members are requested to provide input for additional Agenda items that are not already in the Annual Planning Cycle.

Item(s) suggested from last Board meeting and added to future Board agendas is/are as follows:

- No items suggested

**IN CAMERA
SESSION**

MOVED by Vera Holmes , SECONDED by Julia Salo to commence in camera session at 10:41am. CARRIED.

MOVED by Shawn Allen, SECONDED by Julia Salo to close in camera session at 11:20am. CARRIED.

**JOINT BOG – CCC
CHAIR MEETING**

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

ADJOURNMENT

Meeting was adjourned at 11:56am

SUMMARY OF ACTION ITEMS:

Action Items:

- Executive Assistant to email out link to survey to Board members
- OH&S Update - Michael Hale to provide summary of the nature of incidents and do a breakout of types of incidents for communities