



Board of Governors

Meeting

Friday April 15, 2011

Ayamdigut Boardroom

Present: Clarence Timmons (Chair), David Hett, Paul Flaherty, Norma Shorty, Julia Salo, Patti Balsillie, Terry Weninger, Ranj Pillai, Fabi Naves

Regrets: Shandell McCarthy, Shirlee Frost, Shawn Allen, Rolf Hougen

Staff: Karen Barnes, Jock Bryce, Gayle Corry, Bente Sorensen, Leslie Joannis (Executive Assistant)

REVIEW AGENDA **MOVED by Julia Salo, SECONDED by Paul Flaherty to approve agenda. CARRIED.**

DECLARE CONFLICT OF INTEREST None were declared.

REVIEW MINUTES OF February 4, 2011 **MOVED by Paul Flaherty, SECONDED by Ranj Pillai to approve minutes as put forward. CARRIED.**

BUSINESS ARISING A new Chair for the CCC Standing Committee has not been selected. Clarence will provide an update at the May Board meeting.

PRESIDENTIAL RECRUITMENT UPDATE The Board thanked Paul and the Presidential Recruitment Committee (PRC) for all their hard work during the selection process.

In March, the Advisory Selection Committee (ASC) reviewed 47 applicants for the position of President. Five candidates were short listed to be interviewed. All five candidates were interviewed by the ASC via videoconference. Two successful candidates were chosen to progress to the next level. These candidates are Karen Barnes and Tom Weegar.

The ASC developed a set of meetings and interviews for both candidates with staff, students and management. These went well. The ASC has also completed their interviews of both candidates.

The PRC has met with Tom and will meet with Karen tonight. The ASC met and discussed feedback they received from their constituents and came up with a recommendation which they

shared with the PRC prior to the Board meeting.

Each candidate will have an opportunity to be interviewed by the full Board on April 16th, before the PRC will reveal the recommendation for the successful candidate. Paul distributed copies of the questions that will be asked of the candidates at the full Board interview.

Copies of all questions asked of the candidates throughout the screening process were provided to the Board members.

The ASC will meet once more on Monday, April 18th to discuss the Board's final decision and provide feedback on the process. The Committee will provide recommendations on how to indoctrinate the new President.

REPORT FROM FAC

Ancillary fees

Action item: Karen to provide examples of complete fees payable by sample students at the May Board meeting.

Pension Committee Terms of Reference

The Pension Committee recommended the Board to revise the Membership section of their Terms of Reference to replace 'an excluded manager as appointed by the College President' with 'Director of Finance and Administration'

The FAC agreed to NOT change the current wording of the TOR. The current wording gives the President the most flexibility to appoint the most qualified person to the position.

Action item: Terry to compose a letter to the Pension Committee members explaining the decision of the FAC and rationale for the current appointment and future appointments.

Pension fund update

Legislation has passed to allow Pension plans to use a Letter of Credit in lieu of special solvency payments. Gayle has composed a draft 'comfort letter' to be signed by YG stating that if the College closes the Letter of Credit will be drawn upon, and YG will cover the debts.

The draft "comfort letter" is still to be reviewed by the bank. FAC was waiting for clarification from the actuary on what the LOC actually will cover. Gayle spoke with the actuary and he reassured her that there will be no solvency payments required with a LOC in place. The actuary will provide Gayle with further details and a document for the Board to review.

The LOC costs would be \$25,000 for the first year, rather than \$1.4m in solvency payments.

Action item: Gayle to ask the Minister of Education for the same assistance that the government is providing to the hospital.

Action item: Once Gayle receives further details from the actuary, Erin to forward the information to the Board and ask for an email poll to vote on allowing Gayle to proceed with the obtaining the Letter of Credit.

Risk Management Policy

Gayle has started a draft policy to identify key risks and document the decision-making process. Risk management is intended to enhance, not slow down, the decision-making process.

SEC is to work with an expert in the field to assist in developing the policy.

Action item: Gayle to have a draft Risk Management policy for the Board to review at the September Board meeting.

The intent is not to have a Risk Manager on staff, but to have a document that outlines the process that everyone can use easily.

Planning Cycle – Pension items

Action item: Gayle to incorporate Pension items into the Board Planning Cycle and will present a revised document at the May meeting.

Patti extended her sincerest thanks to all the members of the FAC for their work.

TERMS OF REFERENCE – BOARD ENDOWMENT FUND

Every year, Board members donate their honoraria for the June meeting to the Board Endowment Fund. This money is deposited in the Yukon Foundation and matched. At this point, the fund has just over \$1,000 in interest.

Bente Sorensen joined the Board to discuss options for criteria around developing the bursary and how it should be awarded.

The Board agreed on the following criteria:

- The award type to be a Bursary based on need

- Any Yukon College student in any year of a Business or Office Admin program will be eligible
- Amount of award will be \$350 and awarded in the fall semester
- Distribution of the award will be delayed until after the last day of withdrawal from courses
- The candidate should be in good academic standing

Action Item: Bente will draft Terms of Reference for the award and an application form for presentation at the May Board meeting.

CCC HANDBOOK UPDATE

The Board had some concerns with the formatting and readability of the CCC Handbook. It is too text heavy and needs more white space for readability. The writing needs to be edited in plain-language to address literacy levels in all communities.

Norma has a contact who does grade-level editing and she will get a quote from him.

A couple more additions were suggested:

- List Vice-Chair.
- Add Dave Hett and Suzanne Simard to the acknowledgements.

Action Item: Erin to set up a meeting with Patti and Norma to change formatting and editing the text of the CCC Handbook in plain language.

PERFORMANCE INDICATORS UPDATE

Deferred.

PARTNERSHIP POLICY WWW/AA

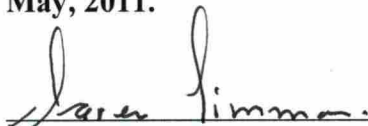
Deferred.

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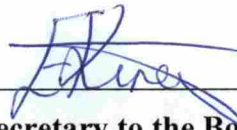
ADJOURNMENT

Meeting adjourned at 4:30pm.

Minutes approved by the Board of Governors, at Whitehorse, Yukon, this 7th day of May, 2011.



Clarence Timmons, Chair



Secretary to the Board

SUMMARY OF ACTION ITEMS:

Karen Barnes - to provide examples of complete fees payable by sample students to the Board in May.

Terry Weninger - to compose a letter to the Pension Committee members explaining the decision of the FAC and rationale for the current appointment and future appointments

Gayle Corry - to ask the Minister of Education for the same assistance that the government is providing to the hospital.

Gayle Corry -to obtain further details on the Letter of Credit and provide this information to Erin King for Board distribution.

Erin King - to forward the information on the Letter of Credit to the Board and ask for an email poll to vote on allowing Gayle to proceed with the obtaining the Letter of Credit.

Gayle Corry - to have a draft Risk Management policy for the Board to review at the September Board meeting

Gayle Corry - to incorporate Pension items into the Board Planning Cycle and present a revised document at the May meeting

Bente Sorensen - to draft Terms of Reference for the Board Endowment Fund award and an application form for presentation at the May Board meeting.

Erin King - to set up a meeting with Patti and Norma to change formatting and editing the text of the CCC Handbook in plain language

SUMMARY OF AGENDA ITEMS:

- Performance Indicators Committee update
- Ancillary fees
- Board Endowment Fund update
- Partnership Policy
- CCC Handbook update