



Meeting
Friday September 9, 2011
Ayamdigut Boardroom

Present: Clarence Timmons (Chair), David Hett, Paul Flaherty, Julia Salo, Ranj Pillai, Patti Balsillie, Norma Shorty, Shirlee Frost, Rolf Hougen

Regrets: Fabi Naves, Shandell McCarthy, Shawn Allen

Staff: Karen Barnes (President), Gayle Corry (Director, Finance & Admin), Erin King (Executive Assistant)

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

SIGNING CONFLICT OF INTEREST DECLARATIONS All enquiries pertaining to Yukon College in relation to the upcoming election are to be referred to Dr. Karen Barnes. Conflict of Interest Declarations were signed by all Board members present. Declarations will be given to absentees for signing at the October Board meeting.

REVIEW MINUTES OF June 4, 2011 **MOVED by Paul Flaherty, SECONDED by Ranj Pillai to approve the minutes from June 4, 2011 as presented. CARRIED.**

BUSINESS ARISING No business arising.

REPORT FROM FAC Review Audit Plan for Previous Fiscal

The Office of the Auditor General joined via teleconference. The 2010-2011 Year End Audit plan has been prepared – the plan outlines the objectives, deliverables and approach of the full audit for the 2010-2011 fiscal. The plan also outlines how the auditing process has changed as a result of the adoption of Canadian Audit Standards (CAS). The full audit plan is available in the Board package and outlines on pages 5-6 the specific CAS that will affect the Finance and Audit Committee most directly.

It was agreed that the management letter will be produced in a more timely manner, within a month of the audit report completion. Interim audit will take place of 3-7 October 2011, the full year end audit will take place on 17-28 October 2011 and the results will be presented at the FAC meeting on 9 December 2011.

Review of Pension Plan SIPP

The Pension Plan SIPP report was reviewed via teleconference with the actuary. The full document is available in the Board package.

The FAC meeting will be held with auditors, actuary and investment manager on December 9th to cover the financial statements from pension plan, financial statements for the College as a whole, actuarial valuation and investment performance report.

Pension Update

The change became effective July 1st for delayed enrolment of employees into the pension plan, with the option to 'buy back' contributions after two years. Union approval is needed; a vote is being held on September 21st. Letters of Credit have also been put into effect.

Risk Management Policy Review

Risk management policy was drafted and circulated at a previous Board meeting. The policy has been tested with the Senior Executive Committee.

It is recommended by administration that the Board tests this policy with the facilitator in conjunction with the beginning of the Strategic Planning process for 2013-2018. The policy could then be revised according to recommendations made as a result of the test-run, and ready for final approval in December.

Parks Canada Land Disposal in Haines Junction

Parks Canada is looking to dispose of a parcel of land in Haines Junction. YRC is looking for Board approval to submit an expression of interest in this land, with the possibility of a partnership with CAFN. Risk assessment exercise would need to be applied. May be extra risk involved with using public money – increased accountability. Board agreed that should move forward. Further information with regards to our various options will be given.

BOARD POLICY REVIEW DISCUSSION

There is a requirement for the Board to regularly review Board policies. It was decided that a Governance Committee will be set up to review policies on a regular basis and give recommendations on revisions to the full Board.

The Governance Committee will consist of Patti Balsillie (Chair), Dave Hett, Shirlee Frost and Julia Salo – meetings will be scheduled prior to Finance and Audit Committee meetings in line with the current Board meeting dates.

**POLICY REVIEW –
PRESIDENT ROLES
AND
RESPONSIBILITIES**

A revision to the President’s Roles and Responsibilities policy that removed the limit on the signing of revenue contracts by the President needs to be officially approved by the Board.

MOVED by Patti Balsillie, SECONDED by Ranj Pillai to approve the change proposed for Policy #3, Roles and Responsibilities of the President, that removes any restriction on the amount of revenue contracts to be signed by the President CARRIED.

**LIBERAL ARTS
REVIEW**

Robert Ferro was invited to give a presentation to the Board summarizing the results of the Liberal Arts program review that was carried out last year under the direction of AC-03 – the Programming Review Policy. The report addressed the history, relevance, accessibility, successful student transitions, use of resources, cultural sensitivity, human resources and marketing and public relations of the Liberal Arts program area.

Recommendations coming out of the report include increasing awareness of course transferability for students and the wider community, bringing the sessional instructors into the College community more effectively, creating a ‘communiiversity’ model to increase communication between the institution and the wider community, incorporating traditional languages and cultures into courses, investigating opportunities for prior learning assessment and accreditation, marketing the benefits of small class size and highlighting the research and credentials of Liberal Arts instructors. The implementation of these recommendations is being discussed within the division.

Action Item: Erin to post a copy of the full report on the Board website.

COLLEGE LANDS

Clint Sawicki addressed a presentation to the Board giving a history of the College Lands issue, the current challenges being addressed and future considerations to be made.

The lands issue began in 1991 with a map of 800 acres of proposed endowment lands being produced. In 2006 there was a request from YC for residential and commercially zoned lots in trade for a smaller footprint of 200 acres. In October 2010 a letter was sent by the Board Chair to the Minister asking for support in the College’s request to have ‘institutional development land’ as identified in the 2010 OCP designated solely for College development. The Minister responded with encouragement to pursue the issue with EMR, CS and the City of Whitehorse. A proposal for slightly over \$200,000 for

development of a Yukon College Master Site Plan was completed and submitted to CanNor in June 2011. There is general agreement with all parties involved that the College does need to acquire land for future planning – issues exist in terms of the land selection.

MOVED by David Hett, SECONDED by Julia Salo for the Board to direct administration to send a letter to the Government informing them that we are moving forward with a request for land as designated in the 2006 Official Community Plan, plus the Porter Creek D land area as designated in the 2010 Official Community Plan. This land will be set aside for future College or University development. CARRIED.

YC GRADUATION DATE

It is proposed that the YC Graduation date be moved to May, to encourage a higher attendance from faculty and students who are frequently unable to attend the June date. This will also avoid a clash with high school graduation dates. May 12th 2012 is being proposed as the new date for the Graduation Ceremony. The date change was approved by the Board.

Action Item: Karen to direct FNI to investigate the effect of the date change on the First Nations grad.

SEC DIVISIONAL UPDATES

Members of the Senior Executive Committee were invited to present the Board with an overview of recent developments and future plans for their divisions. The following updates were given:

- Colleen Wirth, Director of Student Services
- Tosh Southwick, Director of First Nations Initiatives

At the December meeting, the remaining members of the Senior Executive Committee will give their updates. A copy of the full presentation package is available by contacting Erin King.

PRESIDENT GOALS 2011/2012

Dr. Karen Barnes gave an overview of the potential challenges and opportunities facing the College and the President in particular over the next year. These include the election of a new Minister of Education, increased levels of mining activity, the housing shortage situation facing the Yukon, changes in staffing (new VPET and Director HR) and administrative systems technology issues such as online registration. A number of strategies for addressing these opportunities were identified. Some of the major opportunities for the College are to establish a more active fundraising strategy, to review and renew the enrolment management system at the College and to work with academic leadership to identify key areas and funding sources. Professional development requirements and activities were also outlined.

**COMMUNITY
REGIONS**

It is suggested that each Community Representative on the Board should have responsibility for being the representative of a number of community campuses. That Board member should attend community campus AGMs where possible and will be the main point of contact on the Board for that Community Campus Committee. It was requested that a First Nations representative should accompany the community representative to each community on the tour, to attend the Chief and Council meeting. It was suggested that the President should meet with Mayor and Council as well as First Nation Chief & Council where possible. Further information regarding tour dates will be sent out when set.

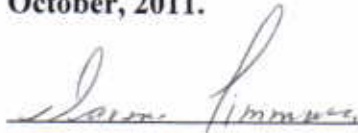
BOARD RETREAT

The Board retreat will take place in October and will focus on beginning the process for revising the Yukon College Strategic Plan, which comes to a close in 2013. John Talbot will be working with the Board to give an overview of the strategic planning process and to create a framework for revision of the Strategic Plan.


ADJOURNMENT

Meeting adjourned at 3:30pm

Minutes approved by the Board of Governors, at Whitehorse, Yukon, this 14th day of October, 2011.



Clarence Timmons, Chair



Secretary to the Board

SUMMARY OF ACTION ITEMS:

Exec. Assistant To post a copy of the full report on the Board website.
President To direct FNI to investigate the effect of the date change on the First Nations grad.

SUMMARY OF AGENDA ITEMS: