

Meeting Minutes

Board Members	present:	David Morrison (Chair), Brenda Butterworth-Carr, Christine Mahar, Jeff Wolosewich, James Allen, Jason Bilsky, Lesley Brown, Samara Robertson-Lawless, Sara McPhee-Knowles, Tom Ulyett
	regrets:	Carol Geddes (Vice-Chair), Judy Gingell, Mark Wedge, Samreen Ahmad, Victoria Fred
Senate Members	present:	Andrew Richardson, Fiona Schmiegelow, Daniel Anton, Wendy Sokolon, Erin McMichael, Nadia Joe, Shelagh Rowles, Cheryle Patterson, Kevin Kennedy, Amanda Graham, Kim Diamond, Nicole Rayburn, Doug McRae, Ernie Prokopchuk, Hillarie Zimmermann, Jeff Wolosewich, Joel Cubley, Kathryn (Katie) Aitken, Meagan Christie, Liris Smith
	regrets:	Dana Jennejohn, Drew Lyness, Em Baker, Faith Whiting, Julie Hawkins, Tara Stehelin, Sky Pearson, Laurie Parker, Victoria Castillo
PEC members,	present:	Gavin Gardiner, Bronwyn Hancock, Peter Deegan, Trika MacDonald, Aisha Montgomery
Observers:		n/a
Recorder		Irina Bogachek, Governance Officer

Required quorum: majority of the members

JOINT BOARD-SENATE SESSION

1. Call to order at 12:33
Plan for the session by Board Chair David Morisson.
 - a. Board and Senate jurisdictions in decision-making by Gavin Gardiner.
No questions/discussion.
 - b. Declaration of Conflict of Interest – none.
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2. Yukon University Reconciliation Framework

Comments and reflections from Chancellor James Allen.

Preamble by AVP reconciliation Nadia Joe:
 - Role and contributions of the Indigenous Advisory Circle of the Board in the Framework development.
 - Community engagements to better understand and articulate YukonU principles.
 - Substantive changes made to the final draft, based on the feedback received in the last 6 months: strengthened commitment to educational and research needs of the communities, updated goals and actions, and recommitment to community campuses.

Discussion highlights / comments:

- Acknowledgement of the work done by AVP Reconciliation and FNI team, and everyone who has contributed to this document.
- The document reflects the best of both worlds, provides an aspiration but also some concrete deliverables.
- University autonomy and wants/needs of different governments, including First Nations, and the “weaving” metaphor used to navigate this.
- Application of principles for teaching and research – expectations and training for faculty. This document is a starting point for the dialogue; training and other specific details will be discussed at the implementation level.

MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Kim Diamond to endorse the Yukon University Reconciliation Framework and delegate final approval, pending minor edits, to the President.

AMENDED MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Kim Diamond to endorse the Yukon University Reconciliation Framework and delegate final approval, pending minor edits, to the Chair of the Board and the Co-Chairs of Senate. CARRIED unanimously.

Joint session adjourned at 1:05pm.

BOARD REGULAR SESSION

3. Call to order at 1:15pm.

Declaration of Conflicts of Interest:

Jason Bilsky – item B14 Nursing Program: partner institution approval.

Reason: a co-chair of the Yukon’s Health Human Resources Strategy.

Waived.

Lesley Brown, President – item B17.2 President's Performance.

Lesley Brown will need to leave the room for this item.

Board members who are employees of YukonU – item B17.1 Bargaining Mandate.

Such Board members will need to leave the room for this item.

4. Agenda approval

MOTION: MOVED by Brenda Butterworth-Carr, SECONDED by James Allen to approve the meeting agenda as presented. CARRIED

5. Consent Agenda approval

Decision items:

1. Board Minutes, February 16, 2024
2. Board Executive Minutes, February 10, 2024 – CONFIDENTIAL
3. Board Special Minutes, May 23, 2024 - CONFIDENTIAL

Information items:

4. President’s report on delegated authorities.

No questions/discussion.

MOTION: MOVED by Tom Ulyett, SECONDED by Sara McPhee-Knowles to approve the consent agenda items as presented:

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1. Board Minutes, February 16, 2024
 2. Board Executive Minutes, February 10, 2024 – CONFIDENTIAL
 3. Board Special Minutes, May 23, 2024 - CONFIDENTIAL
 4. President’s report on delegated authorities. CARRIED
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6. Report from Board Chair (verbal)

Board membership update:

Jeff Wolosewich – new Senate member of the Board, appointed by Senate.

Kathleen Van Bibber – term expired in May, but she continues to serve until YG’s appointment of a new member.

Samreen Ahmad – term expires in July; a new member to be appointed by the Student Union.

James Allen – term expires September 22; appointment of a new Chancellor scheduled for September Board meeting.

Pearl Callaghan – vacancy not filled.

Polaris project update:

Chair’s communication with YG after the last Board meeting:

- April 5 – a letter sent to the Ministers of Education and HPW confirming a few items that were requested earlier.
- May 28 – as directed by the Board at a special meeting on May 22, a follow-up letter was sent to the Ministers asking for YG’s approval within a month.

No questions/discussion.

7. Report from President (written)

Written report provided in the meeting package.

Report from Senate – key approvals since February 2024:

- Fall reading week.
General practice elsewhere as it is the most pressing period for students.
- List of Graduands for Convocation 2024.
- Partnership for Nursing Degree (further on this agenda is the Senate’s recommendation to the Board for final approval).

No questions/discussion.

8. Reports from Senior Executives (written)

Written reports provided in the meeting package.

a. Provost & VP Academic

Discussion Highlights:

- Intake for international students and registration opening.
This will depend on the number of domestic students - we are close to the 15% cap with our current international students.
 - Review and possible changes to the cap number.
The number is approved by the Board. The 15% limit was determined as the most sustainable based on the University’s capacity to offer the best student experience and adequate support to both domestic and international students.
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b. VP Finance & Administration

Discussion Highlights:

- Internet service improvement plan: expected to be explored within the next 3-4 years.
- Internet upgrade for campuses: this project is supported by YG; the most recent upgrade was for the Old Crow campus.

9. Report from Student Union - n/a

10. Finance, Audit & Risk Committee

1. Report from Chair Jason Bilsky

Discussions from May 27, 2024:

- Year-end financial report: the year ended with an operational surplus.
- Pension Plan: number of members (510); valuation results (more assets than liability); the University is in compliance with the regulations, which is the Board's duty, as a Plan sponsor, to ensure that.
- Risk management: review of the Enterprise Risk Management report as prepared by the external advisory group; next step – development of risk mitigation strategies.
- Enterprise Resource Planning System (ERP): the cost and commitments are significantly larger than expected; agreed to invite experts to assess needs and prepare a proposal.

2. Motions from May 27, 2024

a. Bad Debts for 2023-24 year-end

Discussion highlights:

- Existing process for bad debts.
- Write-off of the Government debts.

MOTION: MOVED by Tom Ulyett, SECONDED by Jeff Wolosewich to approve the write-off of bad debts totaling \$84,034.34 against our bad debt provision in the 2023-24 financial statements. CARRIED

b. CIBC Authorized Signing Officer

Discussion highlights:

- Clarification of the signing authority and approval process: the proposed authority is for bank cheques only and is subject to internal approval authority, pursuant to policy AS1.0.

No questions/discussion.

MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Sam Robertson-Lawless to approve that

- President Lesley Brown be confirmed as an Officer of Yukon University; and
- that the following individuals be confirmed as joint-Authorized Signing Officers for the University's accounts at CIBC bank:

LESLEY BROWN

PETER DEEGAN

SHELAGH ROWLES

STACEY PENNINGTON

BRONWYN HANCOCK

ALVIN BUERA.

CARRIED

c. Statement of Investment Policies and Procedures (SIPP) amendments

If approved, this amendment will allow us to consider annuity buy-in as one of the options.

Editing recommendation: to identify position holders in the Organizational Chart.

MOTION: MOVED by Jason Bilsky, SECONDED by Christine Mahar to approve

- a. the adoption of the amendments to the Statement of Investment Policies and Procedures (SIPP) that were finalized by the Pension Committee at its meeting of May 7, 2024 with the purpose of fully reflecting an investment in an annuity buy-in as a permitted investment and addressing the remaining non-insured assets of the Plan; and
 - b. to require an appropriate level of GIPS compliance under the duties of the fund managers.
- CARRIED

d. Annuity Buy-in overview

- Brief overview of the Annuity Buy-in option.
- Rational for consideration of this option: accumulated surplus that can be utilized to purchase annuity buy-in to decrease liability risks.
- Proposal objective: to establish a committee that will develop the process and parameters.

Comments:

- The Board must be made aware that once the decision on purchasing the Annuity Buy-in is made, it is irreversible.
- De-risking and importance of involving experts.

MOTION: MOVED by Sam Robertson-Lawless, SECONDED by Sara McPhee-Knowles to approve the establishment of a sub-committee made up of Jason Bilsky, Christine Mahar, and Peter Deegan on behalf of the University along with representatives appointed by the Pension Committee; the sub-committee would be tasked to make a recommendation to the Pension Committee, and, if approved, the Board on the final criteria decision on an annuity buy-in investment at the September 2024 Board meeting. CARRIED

11. Governance Committee

1. Report from Chair Christine Mahar

Discussions from May 27, 2024:

- Revision of the Sexualized Violence Policy: reviewed and deferred for further edits until the December meeting; the policy needs to be made more culturally sensitive.
- Revision of the Board Bylaws: this is a formal notice of changes to the Board as required by Section 10 "Amendments to Bylaws" of the Board Bylaws; the document is coming back for approval in September.
- Revision of the Board Committees' Terms of Reference: the documents underwent a major revision compared to the Board Bylaws – further discussed under item 11.2(a). The revision didn't include the newly developed Terms of Reference for the Indigenous Advisory Circle; they were approved by the Circle on May 31 and didn't go through the Governance Committee this time.

2. Motions from May 27, 2024

a. Terms of Reference revision: Board Standing Committees

No questions/discussion.

MOTION: MOVED by Jason Bilsky, SECONDED by Brenda Butterworth-Carr to revoke Board Governance BOG 6.0, Financial Accountability and Risk Management BOG 9.0, Investment in Governance BOG 11.0 and

Human Resources BOG 13.0 policies, and adopt Terms of Reference for the Finance, Audit and Risk, Governance and Human Resources Committees as presented and effective upon passage of the revised Board Bylaws. CARRIED

b. Board and Board Committees meeting dates 2024-25

Key changes:

- The annual Board retreat was moved back to September.
- Spring meetings were moved to beginning of March.

This will help to spread the Board meetings evenly throughout the year. Moving the February meeting to March will not impede the budget approval process and leaves enough time for any corrections, if needed, before the beginning of the new fiscal year on April 1.

MOTION: MOVED by Tom Ulyett, SECONDED by Jason Bilsky to approve the 2024-25 Meeting Dates for the Board and Board Committees, with the understanding that the dates and times are subject to change during the year. CARRIED

12. Human Resources Committee

1. Report from Chair Tom Ulyett:

Discussions from May 31, 2024:

- Annual Board and Board Chair Evaluations: the surveys will be distributed via the BoardEffect after this meeting.
- Employee engagement survey: the first one at YukonU; brief overview by Trika Macdonald – development of the survey tool, focus groups and response rate, reflections and planning for next year, announcement of the results and celebration of success.

2. Motions from May 31, 2024

a. Excluded Employee Handbook

Overview by Trika Macdonald:

- The Handbook (applicable to confidentially excluded employees) vs. the Collective Agreement (applicable to unionized employees).
- Changes to current regulations are non-substantive and mainly include updated format and language to modernize the existing provisions and ensure compliance with legislation.
- Revocation of the redundant policies and those already incorporated in the Collective Agreement and the Handbook.

Discussion Highlights:

- Number of people that would be affected – 25 (excluded).
- Importance of proper communication of changes to staff.
- Major changes – none; no changes to compensation, pension, parking, etc.
- Trial period of 6 months – applied to all permanent positions, including situations when a unionized employee takes on a position for a period of one year.

MOTION: MOVED by Tom Ulyett, SECONDED by Christine Mahar to approve that the following Human Resource Policies be repealed effective July 1, 2024: HR 01, 02, 04, 05, 06, 11, 13, 19, 21, 24, 25, 26, 28, 31 and 33. CARRIED

MOTION: MOVED by Christine Mahar, SECONDED by Sara McPhee-Knowles to approve (a) the adoption in principle of the Excluded and Management Handbook as the official Terms & Conditions of Employment

for the Excluded, Management and Senior Executive employees of the Yukon University, and (b) the delegation of final approval, pending minor edits, to the President no later than July 1, 2024. CARRIED

b. Board Training Plan 2024-25

The proposed Plan is comprised of the outstanding items from the current year.

MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Jason Bilsky to approve the 2024-25 Board training as follows: (1) Introduction to Financial Statements, (2) Communication Training, (3) Indigenous Core Competencies. CARRIED

c. Board mentor assignment

The Board needs to assign a mentor from its members for Jeff Wolosewich, pursuant to policy BOG 13.0, and for two new incoming members who are expected to be appointed by YG in the coming months.

13. Indigenous Advisory Circle

1. Report from Chair by James Allen:

- discussions and decisions made at the May 31 meeting which include the Reconciliation Framework and the first Terms of Reference of the Indigenous Advisory Circle.

2. Motions from May 31, 2024

- IAC Terms of Reference

Brief overview of the proposed document.

No questions/discussion.

MOTION: MOVED by James Allen, SECONDED by Jeff Wolosewich to approve the Terms of Reference for the Indigenous Advisory Circle. CARRIED

14. Nursing Program: partner institution approval

This proposal is recommended to the Board by Senate for final approval.

Preamble by Provost and VP Academic Shelagh Rowles.

This approval will allow to explore the costs and prepare an actual partnership recommendation, which will be brought to the Board for approval.

No questions/discussion.

MOTION: MOVED by James Allen, SECONDED by Jeff Wolosewich to approve the development of a partnership between YukonU and the University of New Brunswick for the delivery, in Yukon, for a maximum 5-year period, of a nursing degree and delivery of an LPN-RN pathway to the degree during the 2024-25 academic year. CARRIED

15. Action Items Update

No questions/discussion.

16. Future agenda items – requests from the floor

None requested.

17. IN-CAMERA session

MOTION: MOVED by Sara McPhee-Knowles, SECONDED by Brenda Butterworth-Carr to move into in-camera. CARRIED

Non-Board members left.

1. Bargaining Mandate

Recommended by HR Committee of the Board

Members who are YukonU employees left the room for item 17.1.

In-camera discussion.

No decision made.

2. President's Performance: 2024 Evaluation Results and 2024-25 Plan

Recommended by HR Committee of the Board

Members who are YukonU employees returned, except for President Lesley Brown.

In-camera discussion.

MOTION: MOVED by Jason Bilsky, SECONDED by Christine Mahar to move out of in-camera. CARRIED

18. Adjournment

MOTION: MOVED by Jason Bilsky to adjourn at 4:30pm. CARRIED
