



*Board of Governors*

**Meeting**

**April 4, 2020**

**1:30pm -6:00pm**

**Zoom Teleconference**

**Present:** David Morrison (Chair), Chris Milner, Vera Holmes (Vice-Chair), Carol Geddes, Julia Salo, Judy Gingell, Jocelyn Curteanu, Tom Ullyett, Eric Jun Hyeok Kim, Ernie Prokopchuk, Karen Barnes (President) Shawn Allen, Kathleen Van Bibber, Jennifer Harkes, Piers McDonald

**Staff:** Maggie Matear, Maureen Caron, Erin Johnston, Janet Welch, Bronwyn Hancock, Clint Sawicki, Lacia Kinnear

**REVIEW AGENDA**

**Agenda approved as presented.**

**REVIEW MINUTES OF  
FEBRUARY 14<sup>TH</sup>, 2020**

**MOVED by Jocelyn Curteanu SECONDED by Ernie Prokopchuk to approve the minutes from February 14<sup>th</sup>, 2020 as presented. CARRIED.**

**FINANCE 101 TRAINING**

Vice-President of University Services, Maggie Matear conducted Finance 101 training.

**REPORT FROM FINANCE,  
AUDIT AND ROSK  
COMMITTEE**

**Review agenda**

**MOVED by Eric Jun Hyeok Kim SECONDED by Ernie Prokopchuk to approve the Finance, Audit and Risk Committee agenda as presented. CARRIED.**

**Review minutes from February 14<sup>th</sup> and March 18<sup>th</sup>,  
2019**

**MOVED by, Tom Ullyett SECONDED by Eric Jun Hyeok Kim to approve the minutes from February 14<sup>th</sup> and March 18<sup>th</sup>, 2019 as presented. CARRIED.**

**MOVED by Tom Ullyett SECONDED by Eric Jun Hyeok Kim to approve the minutes from March 20<sup>th</sup>, 2019 as presented. CARRIED.**

**Review of the full year forecast and financial report to December 31<sup>st</sup> 2019**

Budget Officer and VP of University Services shared the full year forecast exercise to Dec 31<sup>st</sup>, 2019. The Full Year Forecast is developed in Jan/Feb each year, and is based on actual expenses to Dec 31<sup>st</sup>

The forecasted deficit of \$147,833 roughly correlates to the cost of the YukonU Celebration planned for May 2020. There is a prediction for a minimal year end variance. Forecasting for a slight deficit within divisions overall. Due to COVID-19 the forecast data is subject to significant change. The April 2020 forecast will incorporate the information from the exercise.

**Approve University Budget for Next Fiscal**

Budget Officer and VP of University Services shared the Yukon University Budget for 2020-21.

\*It's noted that since the draft budget review in February 2020, Yukon Government (YG) passed its 2020-2021 budget and has not increased the annual Base Funding Agreement in 2020-21 to support an additional annual intake into the Licensed Practical Nursing (LPN) program. We will be requesting increased funding through YG's Management Board to support this initiative. This increased funding is not guaranteed.

The Finance, Audit and Risk Committee recommends approval by the Board of an operational deficit of \$449,536. This includes the critical operational pieces (\$117,912) plus support for the additional intake of LPN students (\$331,624).

The University will continue to put forward a Management Board request to Yukon Government, to cover the cost of an additional intake for the LPN program.

**Moved by Tom Ullyett, seconded by Eric Jun Hyeok Kim that the Finance, Audit and Risk Committee recommends to the Board of Governors to approve the Yukon University budget for 2020-21 as a conditional budget due to COVID-19. CARRIED.**

**Monitoring of Board Budget to December 31<sup>st</sup> 2019**

The Executive Assistant provided a report of the preliminary forecast of the board budget up to Dec 31, 2019 that show a positive variance overall of \$11,122.74.

**Approval of Board Budget for next fiscal**

The Board budget for 2020-21, includes net expenditures of \$152,043.04. The budget contains an increase to allocation of \$100k over the 2019-20 budget, which is directly attributable to the transition to Yukon University and legislated governance requirements. It is conditional upon a final remuneration decision by the Yukon Government.

**MOVED by Ernie Prokopchuk SECONDED by Eric Jun Hyeok Kim that the Finance, Audit and Risk Committee recommend to the Board of Governors that the Board budget for 2020-21 with a net expenditure of \$152,043.04 be approved as part of the conditional budget as presented. CARRIED.**

**Review Cash Flow Statement**

A cash flow statement for July to December 2019 was provided by the Manager of Finance. It includes comparators to the prior year. The College must ensure its cash flow is properly monitored in order to meet operational requirements.

**Pension Update**

The Vice President of University Services presented an update on the pension plan options, the pension committee, and communications and risk management. The committee is communicating transparently with bargaining unit members,

### **Reserve Fund Policy**

FARC met on March 20<sup>th</sup> to discuss the draft Reserve Fund Policy. The Vice President of University Services incorporated the recommended changes to the policy and presented the revised policy for review.

**MOVED by Tom Ullyett, SECONDED Eric Jun Hyeok Kim by that the Finance, Audit and Risk Committee request the Governance committee recommend to the Board of Governors the approval of the Reserve Fund Policy as presented. CARRIED.**

**Reserve Fund Policy to be tabled until June meeting. VP University Services will further get information from investment advisors and justify the 10%.**

### **Risk Management**

The President and the Vice-President of University Services provided an update on the current staffing and activity issues during the COVID-19 pandemic, noting that YukonU is exploring what both Yukon Government, other Yukon employers and other post-secondary institutions are doing, and developing procedures that align with best practices.

### **COVID-19 Response**

The Vice-President of University Services provided an update on the impacts of COVID-19 on YukonU. The COVID-19 issue has resulted in unprecedented changes to operations. It has put revenues, organizational reputation, and student and staff morale at risk. Administration is preparing scenarios to move forward planning for the fall.

Meeting adjourned at 4:37pm

**REPORT FROM HUMAN  
RESOURCES COMMITTEE**

### **Review agenda**

The meeting agenda was approved as presented.

### **Review notes from February 14<sup>th</sup> and March 24<sup>th</sup> 2020**

The notes from February 14<sup>th</sup> were approved as presented.

The notes from March 24<sup>th</sup> were approved as presented.

### **Review Board Appointments**

**The Board recommends that the HR Committee go through the administration and follows procedures for a public outreach**

### **Performance Evaluations**

HR Committee Chair is having conversations with other institutions on their President exit evaluation

### **Orientation & Onboarding**

HR Committees Chair suggests that orientation is more of a phased process.

**MOVED by Carol Geddes SECONDED by Jocelyn Curteanu HR Committee recommends to the Board that as part of orientation of new board members that a buddy system be established such that a member of the HR Committee reaches out to new member to begin a mentorship relationship. CARRIED**

### **Board Training**

**HR committee recommends on going training in all meetings and more comprehensive training piece for board members.**

### **Chancellor Selection Process**

**MOVED by Joycelyn Curteanu SECONDED by Carol Geddes HR Committee approves the Chancellor Selection Policy and Procedures as presented and it will go on to Governance Committee for review. CARRIED**

Meeting adjourned at 10:05am.

**REPORT FROM  
GOVERNANCE  
COMMITTEE**

**Review agenda**

Adding the Reserve Policy to the agenda

**MOVED by Julia Salo, SECONDED by Shawn Allen to accept the agenda as presented. CARRIED.**

**Review Notes from February 14<sup>th</sup>, 2019**

Notes approved as presented.

**Review Policy Review Schedule**

Director GSI proposed a 2 and half year schedule based on priorities on realignment on legislation

Review of Policies

- 1) BOG-07 Monitoring Presidents Performance

**MOVED by Shawn Allen, SECONDED by Julia Salo Governance Committee approves that this policy goes to the HR Committee for review and bring it back in November 2020. CARRIED.**

- 2) BOG-09 Financial Accountability and Risk Management

**MOVED by Judy Gingell, SECONDED by Julia Salo that the Governance Committee approves to send this policy to FARC for review and bring it back in November 2020. CARRIED.**

- 3) Reserve Fund Policy

**MOVED by Shawn Allen, SECONDED by Judy Gingell that the Governance Committee approves the Reserve Fund Policy and asks Finance, Audit and Risk Committee to take the Reserve Fund Policy to go to the Board of Governors for approval in the April 4<sup>th</sup> board meeting. CARRIED.**

- 4) BOG-05 Code of Conduct

This will come back to the June meeting with changes for approval

5) BOG – 10 Community Campus Committee Relationship

This will come back to the June meeting with changes for approval

6) BOG-06 Board Governance

This will come back to the June meeting with changes for approval

**BOARD BUDGET 2020-21**

**MOVED BY Piers McDonald SECONDED BY Jocelyn Curteanu that the Finance Audit and Risk Committee recommend to the Board of Governors the approval of Board Budget as part of the 2020-21 conditional budget. CARRIED.**

**YUKON UNIVERSITY  
BUDGET APPROVAL 2020-21**

**MOVED BY Carol Geddes SECONDED BY Jocelyn Curteanu that the Finance, Audit and Risk Committee are recommending to the Board of Governors the conditional approval of the 2020-21 Yukon University budget, which will come back to the Board if a deficit spend is required. CARRIED.**

Final approval will be done in June.

The revised budget will come back in June with consideration of COVID-19 scenarios

**Board Meeting 2020-21 Dates**

Tabled until June. Board members to consider timing of meetings and suggest changes at June meetings

**In-Camera Session**

**MOVED BY Chris Milner SECONDED BY Tom Ullyett to go in camera 4:31pm**

**MOVED BY Tom Ullyett SECONDED Vera Holmes to get out of camera 4:50pm**

**MOVED BY Jocelyn Curteanu SECONDED BY Piers McDonald to adjourn the meeting at 4:52pm  
CARRIED.**