

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at Schulte Industries Ltd., Englefeld, SK  
April 19, 2016 at 9:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Directors, Leon Winkel, Denis Bergerman, Roland Hamlin, Sommer MacLeod, President and CEO, Ivan Yackel, VP Academic Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager and Recorder Sheri Ulrich

**TO ORDER:** The Chairperson called the meeting to order at 9:10 a.m.

**AGENDA:** The agenda was reviewed.

Motion 04-16-225: Dominguez, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the March 22, 2016 regular meeting was reviewed.

Motion 04-16-226: MacLeod, that the March 22, 2016 regular meeting minutes be approved as presented.  
Carried.

### **BUSINESS ARISING**

#### **Governance Health Check**

The summary of the health check was reviewed and discussed. There was a request to learn more about the staff evaluation process. The VP Administration will bring copies of the evaluation tool for review at the May meeting.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

The Chairperson noted the January payroll error will be corrected on the April and May per diems.

### **ASRC UPDATE**

#### **ASRC Executive Director's Contract Discussion**

The CEO attended the CEO Council meeting on March 23 and voted against Ms. Crossman's Labour Services contract. The Colleges will be entering into a 2-year contract with an option of a third year. Carlton Trail College will only pay for 1/7 of the cost of Ms. Crossman's work for the Colleges collectively. Carlton Trail College will not participant financially in the provision of individual Labour Services to Colleges effective July 1, 2016.

### **PRESIDENT AND CEO REPORT**

#### **Draft Business Plan**

The CEO presented the new pages of the Business Plan including an Executive Summary and the ABE Enrolment Management Plan. The final Business Plan will be brought to the Board for approval at the June meeting.

### **Continuous Agenda**

The CEO presented the 2016-2017 Board Continuous Agenda for review. Paper copies will be brought to the May meeting for the Board's files.

Motion 04-16-227: MacLeod, that the Board approves the 2016-2017 Continuous Agenda as presented.  
Carried.

### **New Policies**

The President and CEO reviewed Policy and Procedure 4.16 Sponsorship and Donation and Policy 4.17 Sustainable Development. It was noted that this will complete the list of missing policies and procedures from the Brown Government Current State Inventory. This document will be updated and brought to the Board for approval prior to submitting it to the Ministry at the end of June.

Motion 04-16-228: Hamlin, that the Board approve, in principle, Policy 4.16 Sponsorship and Donations and Policy 4.17 Sustainable Development, as presented.  
Carried.

### **OTHER**

#### **Correspondence**

- March 30/16, from Partners Family Services, re: Cell Phone Donation
- March 29/16, from Provincial Comptroller, re: Thank-you

#### **Next Board Meeting**

- May 17, 2016, Regular meeting at 9 a.m., Chamber of Commerce Office, Humboldt, SK
- **June 28, 2016, Regular meeting at 9 a.m., Carlton Trail College Office (date change)**

#### **Information Items**

The following items were received for information purposes:

- February Payments
- Year End Celebrations – Director attendance was confirmed
- May 17<sup>th</sup> at 1:30 p.m. Reflections by Richard will be taking pictures of Board and SLT

#### **Committee of the Whole Discussions**

#### **Business Arising from C.O.W.**

##### **Human Resources**

- The Senior Leadership Team staff evaluation will be conducted in June using Survey Monkey.
- The Board evaluation will be done the beginning of June and Ms. Soparlo will be asked to summarize the results for review by the Board at the June meeting.
- CEO evaluation: the President and CEO will work with the Board Chairperson to create a summary document articulating the accomplishments and work of the CEO during his 4-year tenure. This document will be brought to the Board for review and approval.

#### **In-Camera Session with the President and CEO**

Motion 04-16-229: Winkel, that the meeting moves into an in-camera session with the President and CEO at 10:13 a.m.  
Carried.

Motion 04-16-230: Hamlin, that the meeting moves back into regular session at 10:36 a.m.  
Carried.

*The rest of the Senior Leadership Team joined the meeting at 10:30 a.m.*

### **VP FINANCE REPORT**

The VP Finance's report was reviewed and the following was noted:

- The VP Finance noted that he will be participating in a conference call later today regarding Federal funding for facility projects.
- VP Finance attended the request for proposal meeting to develop a business case for the upgrade/replacement of the current student information system (OCSM). August 2016 is the target to have this business case completed and presented to the Ministry.

### **Revenue and Expense Report**

The VP Finance presented the revenue and expense report.

### **OH&S Incident Report**

The VP Finance gave a verbal report of the OH&S incident.

### **VP ACADEMIC REPORT**

The VP Academic's report was reviewed and the following was noted:

- A workshop is scheduled for April 27<sup>th</sup> for the administrative staff to review various processes
- Noted the large group of ESL students attending the year-end celebration this June

### **Partnership Report**

The VP Academic presented the partnership report and it was received for information.

### **VP ADMINISTRATION REPORT**

The VP Administration's report was reviewed and received for information.

The Board requested additional information surrounding the staff evaluation process. The performance tool and a brief description of the process will be brought to the Board at the May meeting.

*Guests: Deanna Gaetz, Enterprise Manager joined the meeting at 11:20 a.m. to present the Enterprise report.*

*The Enterprise Manager, as well as Schulte Industries senior staff, joined the Board for lunch. Schulte Industries provided a tour of the facility immediately following lunch.*

### **Adjournment**

Motion 04-16-231: Bergerman, that the meeting adjourn at 11:39 a.m.  
Carried.

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Chairperson

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Recorder