

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office
Humboldt, SK
April 24, 2017 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod, Directors, Denis Bergerman, Leon Winkel, Luz Marina Dominguez, Interim President and CEO/VP Academic Shelley Romanyszyn-Cross, VP Finance Andy Burgess and Recorder Sheri Ulrich

REGRET: Director, Roland Hamlin and VP Administration Amy Yeager

TO ORDER: The Chairperson called the meeting to order at 9:08 a.m.

AGENDA: The agenda was reviewed.

Motion 04-17-56: Bergerman, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the March Board meeting was reviewed.

Motion 04-17-57: Winkel, that the March 27th Regular meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Board Chairperson attended the Watrous Electrician graduation. He noted that it was evident by the Mayor's message that the community of Watrous supports and values the work of the College.

BUSINESS ARISING

There was no business arising.

INTERIM PRESIDENT AND CEO REPORT

Business Plan 2017-2020

The Interim President and CEO presented the 2017-2020 Business Plan along with minor updates to pages 25, 26 and 27. An overview of key changes was identified. It was noted that every attempt was made to align resources to focus on students and for the future sustainability of the College.

Motion 04-17-58: Dominguez, that the Board approves the 2017-2020 Business Plan as presented.
Carried.

2017-2018 Continuous Agenda

The Interim President and CEO reviewed next year's continuous Board meeting agenda. Updates include:

- Board meetings scheduled for the last Tuesday of each month
- Added a 4th detailed variance analysis to match the AE reporting requirements
- Moved the Facility Report to October
- Added CiCan Conference attendance discussion to January
- Added CEO and Board evaluation discussion to April
- Added an "as required" section that will be reviewed each month including Board PD opportunities and policy updates

Motion 04-17-59: MacLeod, that the Board approves the 2017-2018 Continuous Agenda as presented.
Carried.

Deanna Gaetz, Enterprise Manager joined the meeting at 10:25 a.m.

Enterprise Report

The Enterprise Manager presented her report. The Board suggested that the student success stories be shared with the Ministry. The inclusion of student testimonials in the Annual Report will be investigated.

Ms. Gaetz departed the meeting at 10:50 a.m.

Out-of-Scope Compensation

The Interim President and CEO participated in a teleconference with Advanced Education regarding the out-of-scope compensation decrease. The Ministry has stated compensation will remain status quo until the in-scope decision is made. It remains unclear if the reduction will be in wages or days off without pay.

Year-End Staff Recognition Event

Due to the budget cuts and staffing changes, the year-end staff recognition event scheduled for this coming June, has been cancelled. Options will be considered for future year-end staff recognition events.

VP FINANCE REPORT

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

The Indigenous Strategy Team will be working on the grand opening of the Punnichy Training Centre to determine if it is possible to work with the Punnichy area First Nation communities including the naming as well as a possible artwork/mural project. The date for this event has not been determined. It was noted that we will have to follow guidelines set by our Federal funding partner for this event. The facility naming and mural unveiling may be held separate from the grand opening.

Revenue and Expense Summary

VP Finance presented the revenue and expense summary.

Detailed Variance Analysis

The VP Finance presented the detailed variance analysis report and noted that a number of the variances are due to the fiscal restraint measures put in place mid-year.

VP ACADEMIC REPORT

The VP Academic's report was reviewed and received for information. It was noted that the Heavy Equipment Operator program is no longer available through SaskPolytechnic. The College is currently working with local partners and plan to deliver a HEO program in June and September.

Partnership Report

The VP Academic presented the partnership report and noted that the Partnership Strategy Team will review the content and layout of the report to increase its value and readability.

VP ADMINISTRATION REPORT

The VP Academic presented the VP Administration's report and it was received for information.

OTHER

Correspondence

- March 31/17, from Regional College Board Chairs to Minister Eyre, re: Transformational Change
 - Currently awaiting a reply

Next Board Meeting

- May 24th Regular meeting at 9:00 a.m., Humboldt
- June 20th Regular and AGM Board meetings at 9 a.m., Punnichy
 - Minister Eyre will be invited to the meeting

Information Items

The following items were received for information purposes:

- February Payments
- The graduation list was reviewed and Directors confirmed their attendance

Committee of the Whole Discussions

Business Arising from C.O.W.

Audit and Risk

Due to the absence of Director Hamlin, it was decided to table this agenda item until May when the Board will discuss if a pre-audit meeting is required in June or if a letter from the local auditor detailing the steps of the audit and areas of focus would be adequate. It was also suggested to review the current audit assessment tool.

Governance

The Governance Health Check summary was reviewed and discussed.

Recruitment

The Board Chairperson noted that Directors Dominguez, Hamlin, MacLeod as well as his own appointment, have expired April 9, 2017.

Human Resources

Board and CEO Evaluation

It was decided to forgo the Board evaluation for this year and use the results of the November and March Governance Health Checks and look at the current Board Improvement Plan. The Interim President and CEO will prepare a summary of the above-noted documents for review at the May meeting.

President and CEO Recruitment Update

On hold due to the hiring freeze

Roundtable

The Board noted that the staff presentations are very informative.

The meeting recessed for lunch at 11:54 a.m.

In-Camera Session with the Interim President and CEO

Motion 04-17-60: Bergerman, that the meeting moves into an in-camera session at 12:40 p.m.
Carried.

The Interim President and CEO left the meeting at 12:50 p.m., was called back at 1:05 p.m. and left the meeting again at 1:20 p.m.

Motion 04-17-61: MacLeod, that the meeting moves back into regular session at 1:30 p.m.
Carried.

Motion 04-17-62: Winkel, that the Board appoints Shelley Romanyszyn-Cross as permanent President and CEO, for a 5-year term, effective immediately.
Carried.

The Interim President and CEO was called back to the meeting at 1:40 p.m. and was officially offered the permanent President and CEO position.

Adjournment

Motion 04-17-63: Bergerman, that the meeting adjourn at 1:45 p.m.
Carried.

Chairperson

Recorder