

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
April 24, 2018 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod, Directors, Denis Bergerman, Leon Winkel, Luz Marina Dominguez, President and CEO 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 9:02 a.m.

AGENDA: The agenda was reviewed.

Motion 04-18-61: MacLeod, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the March 27, 2018 regular meeting were reviewed.

Motion 04-18-62: Dominguez, that the March 27, 2018 regular meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson attended the April 10th Budget proceedings as well as the evening meeting with Minister Beaudry-Mellor that focussed on the creation of a Task Force on Regional College Efficiency.

Motion 04-18-63: Bergerman, that the meeting moves into an in-camera session at 9:07 a.m.
Carried.

Motion 04-18-64: MacLeod, that the meeting moves back into regular session at 9:20 a.m.
Carried.

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO provided a verbal update on the following:

- Bronco tragedy – noted that SaskPoly has provided counselling services and a pizza lunch for College staff and students as well as treated the HCI staff and students with a morning snack
- Will represent Carlton Trail on the Regional College Efficiency Task Force
- Minister Beaudry-Mellor will be our guest at the June 26 Regular Board meeting
- Board members are invited to the June 8th staff appreciation BBQ and golf event at the LeRoy Golf Course

2018 Provincial Budget Letter

The President and CEO reviewed the budget letter and noted the decrease in ESL and ESWP funding. PTA funding will be requested in our multi-year business plan.

2018 – 2021 Business Plan

The President and CEO reported that, due to the recent tragedy in Humboldt, the Ministry has extended the deadline for submission of the Business Plan. The final Business Plan will be presented to the Board for approval at the May meeting. The draft will be emailed for perusal one week prior to the meeting.

Continuous Agenda Approval

The President and CEO reviewed the draft 2018-2019 Continuous Agenda. To clarify the responsibilities of the Committee of the Whole, it was decided to highlight the agenda items covered under each area using different colors. The President and CEO will review Policy and Procedure 1.2 Organization of the Board, to ensure the terms of reference for each area under the committee of the whole accurately reflects the responsibilities of the Board.

Motion 04-18-65: Winkel, that the Board approves the 2018-2019 Continuous Agenda with noted updates.
Carried.

Managers' Report

The Managers' report was reviewed by the CEO.

ABE & Student Services Manager joined the meeting at 10 a.m.

ABE & Student Services Report

The ABE & Student Services Manager, Rachel Trann, presented her verbal report highlighting:

- Bronco tragedy update
- increased mental health and addictions counseling needs
- new role of Student Services Manager coupled with ABE Manager and resulting efficiencies

The ABE & Student Services Manager left the meeting at 10:35 a.m.

VP FINANCE REPORT

VP Finance Report

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

- The College's group tender for paper supplies is proceeding with all but one Regional College participating

Revenue and Expense Summary

The VP Finance reviewed the revenue and expense summary.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence

- February 12/18, letter from Cogent, re: Independence Matters
- March 22/18, letter from Sensus, re: Decline of Audit RFP Reasons
- March 28/18, letter from Minister Beaudry-Mellor, re: April 10 Meeting with Board Chairs
- March 28/18, letter to T. Bloor Cavers re: Efficiencies, Collaboration, FN Student Success
- April 11/18, letter from M. McLaughlin, re: Student Disability Funding
- April 12/18, letter from M. McLaughlin, re: Task Force on Efficiencies
 - Terms of Reference was distributed and discussed
 - Concern surrounding the lack of Board involvement in the task force creation and implementation
 - Apparent need for more opportunities for the Board to dialogue with the Ministry
 - Clarification required surrounding SaskPoly's involvement and expectations

Next Board Meeting

- May 29, 2018 – Regular Meeting, 9 a.m., College Classroom #151, Humboldt, SK
- June 26, 2018 – Regular Meeting, 8:30 a.m., College Classroom #151, Humboldt, SK

Information Items

The following items were received for information purposes:

- February Payments
- Year-end Celebration Chart – Board attendance was confirmed

COMMITTEE OF THE WHOLE

Business Arising from C.O.W.

Audit and Risk

A document was distributed listing two options for the pre-audit meeting in May: 1) review of the audit plan or 2) discussion that will inform the audit plan. It was decided to have an open discussion and answer the identified questions to inform the plan which will be shared with the Board prior to the audit beginning.

Carlton Trail College is one of the three Regional Colleges being audited by the Provincial Auditor this year.

There will be a Board Governance and Compliance Audit conducted by the Provincial Auditor this spring. We are awaiting the scope and timelines.

Governance

- Governance Health Check
 - A summary of the March health check results were reviewed and discussed.
- Professional development
 - reminder to complete the Ministry's survey monkey to help inform specific governance PD needs
 - there is a subsidy of up to \$900 from the Ministry for the new JSJS 3-day governance training program. There will be a fall session in Regina.

Recruitment

Currently awaiting Board appointments from the Ministry. The President and CEO is in the process of finalizing an orientation for the new members.

Human Resources

- Board Evaluation Planning
 - Ms. Soparlo is facilitating the process and will be emailing the survey monkey link to the Board the end of June with the summary ready for the September Board meeting.
- President and CEO Evaluation Planning
 - Ms. Soparlo is facilitating the process and will be emailing the survey monkey link to the Board on May 1st. A summary of the responses will be presented to the CEO at the June Board meeting.

Round Table Discussion

- The Board expressed their gratitude to Ms. Trann for her work on behalf of the College and the community surrounding the Bronco tragedy.
- Decided to have an 8:30 a.m. start for the June meeting to prepare for the Minister's visit.

In-Camera Session with the President and CEO

Motion 04-18-66: MacLeod, that the meeting moves into an in-camera session at 11:47 a.m.
Carried.

The President and CEO left the meeting at 11:55 a.m.

Motion 04-18-67: Bergerman, that the meeting moves back into regular session at 12:06 p.m.
Carried.

Adjournment

Motion 04-18-68: Bergerman, that the meeting adjourn at 12:07 p.m.
Carried.

Chairperson

Recorder