

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College in Classroom #152
Humboldt, SK
April 30, 2019 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Sommer MacLeod, Directors, Denis Bergerman, Luz Marina Dominguez, Evan Doepker, Adrienne Jackson, 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 04-19-56: Dominguez , that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the March 26, 2019 regular were reviewed.

Motion 04-19-57: Bergerman, that the minutes from the March 26, 2019 regular meeting be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

The Board Chair reported that due to the expiration of three current Board members and the pending Board appointments, only Directors MacLeod and Jackson will attend the upcoming CiCan Conference in Niagara Falls.

PD Opportunities

Governance Solutions webinar schedule was received for information.

COMMITTEE REPORTS

Governance and Human Resources Committee

- Board Recruitment Update
 - Waiting for the Order in Council appointing our new members
- Board Evaluation – Survey Monkey is complete with 6 responses. The Governance Committee will prepare a summary for the Board's review.
- CEO Evaluation – The Survey Monkey is complete with 6 responses. The CEO will be doing a self-assessment as well. The Governance Committee will prepare a summary for the Board's review.
- Next meeting: May 14, 2019, 9 a.m. in Humboldt

Finance/Audit/Risk (FAR) Committee

- Audit Discussion – The Chair of the FAR Committee will email the committee members for concerns or priorities for the upcoming audit
- Next meeting: May 13, 2019, 9:30 a.m. in Humboldt

PRESIDENT AND CEO REPORT

President and CEO Update

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

- The CEOs plan to submit a letter, signed by Board Chairs, to the Ministry to advocate for Bargaining funding. Currently in the data gathering stage.
- Task Force recommendation to research transitioning the current Student Information System (SIS) to the Banner system
- June 11 next CEO meeting – Board Chairs will be invited to attend
- Jennifer Brooks, our new Development and Communications Manager, will start May 10th

Multi-Year Business Plan Approval

The President and CEO presented the 2019-22 Business Plan noting the draw of \$240,000 from unrestricted surplus to support programming and \$85,000 from restricted surplus for operating. It was requested that a summary of unrestricted surplus data from all Colleges be brought to the FAR meeting.

Motion 04-19-58: Doecker, that the Board approves the 2019-2022 Business Plan as presented.
Carried.

Strategic Plan March 26th Meeting Notes

The meeting notes were received for information. Caution was reiterated when moving forward with international students.

2019/20 Continuous Agenda

The President and CEO presented the Continuous Agenda noting the addition of Committee meetings, as well as confirming the meeting dates of the 4th Tuesday of the month.

CiCan Conference – Niagara Falls, May 5, 6, 7/19

Due to the expiration of three current Board members and the pending Board appointments, only Directors MacLeod and Jackson will attend the upcoming CiCan Conference in Niagara Falls.

Managers' Report

The CEO reviewed the Managers' report and it was received for information purposes.

Guest: Deanna Gaetz, Business & Skills Training Manager, joined the meeting at 10:30 am

Enterprise Division Overview

The Enterprise Division overview was presented by Deanna and was received for information purposes.

VP FINANCE REPORT

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

- Investigating a security system/swipe card option

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

- March 26, 2019, from Darcy Cherney, re: Student Loans Repayment Rate

Next Board Meeting

- May 13, 2019 – FAR Committee Meeting at 9:00 a.m., College Boardroom
- May 14, 2019 – Governance Committee Meeting at 9:00 a.m., College Boardroom
- May 28, 2019 – Regular Meeting at 9 a.m., Classroom #152, Carlton Trail College, Humboldt
- June 25, 2019 – Regular Meeting at 9 a.m., Classroom #152, Carlton Trail College, Humboldt

Information Items

- Year-End Celebration Chart – attendance was confirmed

In-Camera Session without the President and CEO

Motion 04-19-59: Doecker, that the meeting moves into an in-camera session at 11:30 a.m.
Carried.

CEO joined the meeting at 11:40 a.m.

Motion 04-19-60: Bergerman, that the meeting moves back into regular session at 11:45 a.m.
Carried.

Adjournment

Motion 04-19-61: Bergerman, that the meeting adjourn at 11:46 a.m.
Carried.

Chairperson

Recorder