

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
December 19, 2017 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair 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 9:00 a.m.

AGENDA: The agenda was reviewed.

Motion 12-17-28: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the November 28, 2017 regular meeting were reviewed.

Motion 12-17-29: Bergerman, that the November 28, 2017 regular meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson and Director Bergerman attended the MLA reception on December 4th. It was noted that this event is valuable in making connections with government.

The Chairperson also attended the scholarship evening and the grand opening of the Punnichy facility and congratulated college staff on such successful events.

PRESIDENT AND CEO REPORT

President and CEO Update

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

- A poinsettia was purchased on behalf of the Board for each office. Humboldt office will close at 3:00 pm on Friday, December 22nd
- A letter of intent was sent to IRCC for Carlton Trail to deliver ESL online classes on behalf of the regional college system
- A letter of intent was submitted to IRCC for a Community Connections program
- ABE Manager, Skills Training Manager and the President and CEO met with the Ministries of AE and Economy to discuss the program planning process as well as identify opportunities, risks and challenges.

Praxis Economic Impact Study

The President and CEO presented the Praxis summary document and noted that the Colleges have a large economic impact for the province. Individual College impact statements will be available in the New Year.

Punnichy Training Centre Grand Opening

The President and CEO presented the media release and shared highlights of the successful grand opening of the newly named “Four Winds Learning Centre” in Punnichy. Media coverage included CTV News, Eagle Feather News and Boldt FM. The Board thanked the VP Finance and the Facilities Technician for the time and effort put into the renovations and how impressive the facility looked.

Planning this event has resulted in a positive working relationship with the Indigenous partners in the Punnichy area and has provided an abundance of cultural awareness to staff.

Strategic Planning Session Update

The President and CEO spoke to Ms. Soparlo and confirmed that the BSC measures will be included on the agenda for the February meeting.

Future Program Plan

The Skills Training and ABE program plans for 2018/2019 were reviewed by the President and CEO.

Staff Appreciation Event Discussion

The President and CEO reported that there will be a staff appreciation event this fiscal year. The details of the event will be discussed with the Health and Wellness Committee and ideas will be shared with the Board.

Managers’ Report

The President and CEO presented the Managers’ Report.

Rosalie Ronellenfitch, Skills Training Manager, joined the meeting at 10:00 a.m.

Skills Training Report

Skills Training Manager, Rosalie Ronellenfitch, presented the skills training report.

Ms. Ronellenfitch departed the meeting at 10:25 a.m.

VP FINANCE REPORT

VP Finance Report

The VP Finance’s report was reviewed and the following items were added:

- College will be proceeding with the software upgrade and the integration with the SIS system; a decision has not been made regarding the addition of the payroll component

Revenue and Expense Summary

The VP Finance reviewed the revenue and expense summary. Reported that our revenue was boosted with the K-12 grant payments. Counselling needs, as well as equipment requirements, will be looked at to offset the revenue. In the New Year, if there is no commitment from SaskYI, it will be removed from the statement.

VP ADMINISTRATION REPORT

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

Motion 12-17-30: Winkel, that the meeting moves into an in-camera session at 10:35 a.m.
Carried.

Motion 12-17-31: Dominguez, that the meeting moves back into regular session at 10:50 a.m.
Carried.

OTHER

Correspondence

- November 22/17, from Minister Cox, Response re: Board Recruitment

Next Board Meeting

- January 16, 2018 – Special Meeting to review Audit RFPs, 10 a.m., Humboldt, SK
- January 30, 2018 – Regular Meeting, 9 a.m., Humboldt, SK
- February 6, 2018 – Special Strategic Planning Meeting, 9 a.m., Humboldt, SK

Information Items

The following items were received for information purposes:

- October Payments

Committee of the Whole Discussions

Business Arising from C.O.W.

Auditor and Risk

The VP Finance reported that the Audit RFP has been placed on SaskTenders, the College website and will appear in local newspapers. The RFP closes January 5th.

Governance

Governance Health Check - the results from the November Health Check were reviewed and discussed.

Recruitment

The draft Board recruitment ad was reviewed.

The ad will be placed in local papers and will be posted on our website early in January. The First Nation communities will be included in the recruitment process. The President and CEO will review the ad to ensure it reflects our current recruitment policy.

In-Camera Session with the President and CEO

Motion 12-17-32: Winkel, that the meeting moves into an in-camera session at 11:08 a.m.
Carried.

The President and CEO left the meeting at 11:20 a.m.

Motion 12-17-33: MacLeod, that the meeting moves back into regular session at 11:28 a.m.
Carried.

Adjournment

Motion 12-17-34: Bergerman, that the meeting adjourn at 11:30 a.m.
Carried.

Chairperson

Recorder