

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Humboldt and District Chamber of Commerce Office
December 15, 2015 at 10:00 a.m.**

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

REGRETS: Andy Burgess, VP Finance

TO ORDER: The Chairperson called the meeting to order at 10:07 a.m.

AGENDA: The agenda was reviewed.

Motion 12-15-198: MacLeod, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the November 20, 2015 regular meeting were reviewed.

Motion 12-15-199: Dominguez, that the November 20, 2015 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

Governor Health Check Summary – *to be discussed under 10.4 C.O.W. *Governance*

BOARD MEMBER REPORTS

Board Chairperson Report

The Board Chairperson reported that the Ministry called a meeting with the Board Chairs regarding the dissolution of ASRC on Friday, December 18th. The Chairperson will email the Directors and the President and CEO an update from the meeting. Concern was expressed surrounding the lack of sharing and communication among the Regional College Boards.

ASRC UPDATE

The President and CEO distributed an update from Lydia Cyr, from Parkland College, who was appointed by ASRC to sit on the Saskatchewan Polytechnic Board and report back to the College system.

PRESIDENT AND CEO REPORT

2016-2017 Academic Calendar

The President and CEO presented the 2016-2017 Academic Calendar.

Motion 12-15-200: Winkel, that the Board approve the Academic Calendar for 2016-2017.
Carried.

Policy Update

The President and CEO presented the following policies and procedures for final approval:

Policy and Procedure 1.4 Signing Authority

Motion 12-15-201: Hamlin, that the Board gives final approval to policy and procedure 1.4 Signing Authority, as presented.
Carried.

Policy 2.11 Purchasing Policy

Motion 12-15-202: MacLeod, that the Board gives final approval to policy 2.11 Purchasing, as presented.
Carried.

Policy 2.16 Tenders

Motion 12-15-203: Dominguez, that the Board gives final approval to policy 2.16 Tenders, as presented.
Carried.

Policy and Procedure 4.6 Information Technology

Motion 12-15-204: Winkel, that the Board gives final approval to policy and procedure 4.6 Information Technology, as presented.
Carried.

Strategic Planning

The President and CEO reviewed the proposed Vision, Mission and Guiding Principles including staff input from the fall Start-up meeting. With the adoption of the vision, mission and guiding principles, the senior leadership team will develop goals and outcomes and bring a new balanced scorecard to the Board for consideration.

Motion 12-15-205: Bergerman, that the Board adopt the Vision, Mission and Statement of Guiding Principles as presented for its 2016-2019 Strategic Plan.
Carried.

President and CEO Search – *to be discussed under 10.4 C.O.W. *Human Resources*

Humboldt Emergency Services Gala

The Humboldt Emergency Services Gala is on February 6th. It was decided to purchase a table of 8 and the Board of Directors are asked to contact the Administrative Assistant office if they are interested in attending.

VP FINANCE REPORT

The VP Finance's report was presented by the President and CEO.

Revenue and Expense Report

The President and CEO presented the revenue and expense report and it was received for information.

The VP Academic and VP Administration joined the meeting at 11:00 a.m.

Horizon School Division Lease Extension

The current lease with the Horizon School Division for the Wynyard, Watrous and Punnichy College facilities expire on December 31, 2015. The College is awaiting Ministerial approval of a 5-year lease extension.

Motion 12-15-206: Winkler, that upon Ministerial approval, the Board authorizes the President and CEO and VP Finance to sign a 5-year lease extension with the Horizon School Division.
Carried.

VP ACADEMIC REPORT

The VP Academic's report, including the future Program Plan, was reviewed and received for information.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence

- Nov. 23/15, from Ivan Yackel, re: Potential Perception of Conflict of Interest
- Nov. 30/15, from Natalie Shorten, re: Elections Guidelines
- Nov. 30/15, from Marcel Michaud, re: Dec. 18th Meeting of Board Chairs

Guests: The following joined the meeting at 11:25 a.m.

- Rosalie Ronellenfitch, Skills Training Manager, presented the Skills Training Report
- Mike Yager, Sask YI Provincial Coordinator, presented the Youth Internship Report

Next Board Meeting

- December 16 - Review of CEO Applicants, 9 a.m., Humboldt Chamber of Commerce office
 - January 9, 2016 – Interviews with CEO Candidates, 9 a.m., College Boardroom
 - January 21, 2016 – Regular Meeting at 10 a.m., Humboldt Chamber of Commerce office
- Note: due to a scheduling conflict, the January 19th meeting was changed to the 21st.

Information Items

The following items were received for information purposes:

- October Payments
- Year End Celebrations
 - Construction Worker Prep, December 17, 11:30 a.m. Punnichy Curling Rink – Director Dominguez will be in attendance.
 - Power Engineer 3rd Class, December 18, 3:30 p.m., Bella Vista, Humboldt – Director Winkler will be in attendance.

The meeting recessed for lunch and resumed at 1:25 p.m.

Committee of the Whole Discussions

Business Arising from C.O.W.

Finance

The President and CEO noted that it is anticipated the 2016 Budget letter will be late due to the spring election.

Auditor

The President and CEO reported that the audit evaluation tool will be brought to the March Board meeting for review. The excerpt from the Provincial Auditor's report was reviewed and received for information.

Governance

The Governance Health Check summary was reviewed and received for information. Public engagement, public relations and advocacy continue to require more attention.

Human Resources - President and CEO Search

There is a special meeting scheduled for tomorrow to review the candidates and create a short list as well as to review the interview process and the interview questions.

Roundtable

- The Board of Directors are all invited to the Scholarship presentation event today at 3 p.m.

In-Camera Session with the President and CEO

Motion 12-15-207: Hamlin, that the meeting moves into an in-camera session with the President and CEO at 1:40 p.m.
Carried.

The CEO left the in-camera session at 2:15 p.m. and was called back into the in-camera session at 2:30 p.m.

Motion 12-15-208: MacLeod, that the meeting moves back into regular session at 2:37 p.m.
Carried.

Adjournment

Motion 12-15-209: Winkel, that the meeting adjourn at 2:40 p.m.
Carried.

Chairperson

Recorder