

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
December 18, 2018 at 10:00 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 10:01 a.m.

AGENDA: The agenda was reviewed and the following was added to correspondence:

- Dec. 13/18, from Mr. McLoughlin re: Board Appointments/Criminal Records Check
- Dec. 13/18, from Mr. McLoughlin re: Access to Information Request Related to the Task Force

Motion 12-18-31: Doepker, that the agenda be approved as amended.
Carried.

MINUTES

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

Motion 12-18-32: Dominguez, that the minutes from the November 27, 2018 regular meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

Shared Leadership Task Force Update

No response yet to the Board Chair's letter to Mr. McLoughlin, Deputy Minister, asking for a status update on the Task Force.

COMMITTEE REPORTS

Governance and Human Resources Committee

- *Terms of Reference Update*
 - Human Resource role/duties were added to the Terms of Reference
- *Recruitment Update*
 - Deadline for recruitment was extended to December 17th
 - It was decided to invite all suitable candidates to an interview on January 9th
 - Will not be asking for Criminal Record Checks until further notice from the Ministry

Motion 12-18-33: Jackson, that the minutes of the Governance and Human Resources Committee, including the updated Terms of Reference, be approved as presented.
Carried.

Professional Development

- The College has signed up for the Conference Board of Canada's webinar titled "Building Cyber Resilience" on Jan 29th. The recording of the webinar will be shared with the Board.
- Directors Doepker and Jackson completed the Public Sector Governance Program

Finance/Audit/Risk (FAR) Committee

No report.

In-Camera Session with the President and CEO and Recording Secretary

Motion 12-18-34: Bergerman, that the meeting moves into an in-camera session at 10:11 a.m.
Carried.

Motion 12-18-35: Jackson, that the meeting moves back into regular session at 10:52 a.m.
Carried.

PRESIDENT AND CEO REPORT

President and CEO Update

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

- CEO meeting highlights:
 - reminder from the Ministry that we need written approval from both surrounding colleges and the Minister if we are wanting to deliver programs outside our region
 - was discussion around brokerage concerns
- Access to information request received by the Ministry related to one of the appendices of the Task Force on Regional College Efficiencies final report. Needed approval from each College – all Colleges agreed
- Posting of jobs (Development and Communications Manager; Skills Training Coordinator) should be out ASAP

Policy Review: Section 1 Board

The Board is required to review Section 1 of the Policy and Procedure manual every three years. The CEO noted that some changes are required with the addition of the Board sub-committees and the recommendations from the Governance Audit. The changes will be vetted through the Governance/HR Committee before bringing them back to the whole Board for approval.

Managers' Report

The CEO reviewed the Managers' report.

February Strategy Day

- Decided to wait for the PD session on Board Compliance and Accountability until new Board members are appointed
- Will have a strategy session on March 26th after Board meeting

Future Program Plan

The CEO reviewed the program plans for skills training and ABE for 2019/20.

APAG Ministry Visit

The Ministry will be guests at the January 29th Regular Board meeting.

The CEO reviewed the tentative agenda as provided and noted that the Board orientation item will be postponed until the appointment of new Board members.

VP FINANCE REPORT

VP Finance Report

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

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. The VP Administration gave a verbal summary of the aggregate data from the all-staff survey through our EFAP provider.

OTHER

Correspondence

- Dec. 13/18, from Mr. McLoughlin re: Board Appointments/Criminal Records Check
- Dec. 13/18, from Mr. McLoughlin re: Access to Information Request Related to the Task Force

Next Board Meeting

- January 9, 2019 - Special Meeting, 8:15 a.m., College Office, Humboldt, SK
 - Interview Board candidates
- January 29, 2019 – Regular Meeting, 9:00 a.m., Bella Vista, Humboldt, SK
 - APAG Ministry visit

Information Items

- Year-end celebration chart – Directors confirmed their attendance

In-Camera Session with the President and CEO

Motion 12-18-36: Dominguez, that the meeting moves into an in-camera session at 11:40 a.m.
Carried.

CEO left the meeting at 11:45 a.m.

Motion 12-18-37: Doepker, that the meeting moves back into regular session at 11:52 a.m.
Carried.

Adjournment

Motion 12-18-38: Bergerman, that the meeting adjourn at 11:56 a.m.
Carried.

Chairperson

Recorder