

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
January 30, 2018 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod (*via teleconference*), Directors, Denis Bergerman, Leon Winkel, Luz Marina Dominguez (*via teleconference*), 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 9:03 a.m.

AGENDA: The agenda was reviewed.

Motion 01-18-39: Winkel, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the December 19, 2017 regular meeting and January 16, 2018 special meeting were reviewed.

Motion 01-18-40: Bergerman, that the December 19, 2017 regular meeting minutes and the January 16, 2018 special meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson noted the announcement of the new Premier of Saskatchewan, Scott Moe. A congratulatory letter will be sent.

PRESIDENT AND CEO REPORT

President and CEO Update

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

- Carlton Trail's turn be the CEO Council Chair for 2018/19
- MLA reception request has been put in for a fall date or an early spring date
- Efficiencies are continued to be explored – a list of items already implemented as a system will be compiled
- Met with the Humboldt Chamber Executive Director
- CAP YI – RFP came out and the new model does not fund an administrative position – the College will not be submitting a proposal

Balanced Scorecard Report #2

The President and CEO reviewed the balanced scorecard report #2 and noted SEM, capital inventory and IT inventory will be a priority for late winter/spring. At the strategic planning session the number of measures may be decreased to simplify the BSC and increase effectiveness.

ERM Report #2

The President and CEO noted that item #1 reduction in provincial funding and item #9 IT have increased in risk.

February 6th Strategic Planning Meeting Update

The President and CEO distributed the agenda and preparatory work for the upcoming strategic planning session lead by Laura Soparlo.

Program Update

The program activity report was reviewed.

Praxis Economic Impact Report

The President and CEO presented the Praxis Economic Impact report. A media release highlighting items of the Praxis report will be shared with local media, MPs, MLAs, mayors as well as community partners, business, industry and First Nations.

Managers' Report

The Managers' report was reviewed by the CEO.

CiCan Conference

The CiCan Annual Conference is scheduled for April 29 – May 2 and will be held in Victoria, BC. All Board members expressed an interest in attending this year.

We have been notified that CiCan has nominated Carlton Trail for an Award of Excellence with the World Federation of College and Polytechnics under the category of “Access to Learning and Employment”.

6.4 Learner Accommodation Policy

Motion 01-18-41: Dominguez, that the Board gives final approval to 6.4 Learner Accommodation Policy and Procedure, as presented.
Carried.

Marketing Report

The marketing report was reviewed by the CEO and a package of marketing materials was given to each Board member. The Board members were impressed with the commitment and excellent work of the Marketing Facilitator.

VP FINANCE REPORT

VP Finance Report

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

- accounting system upgrade update
- Four Winds Learning Centre in Punnichy insurance claim due to a water break

Revenue and Expense Summary

The VP Finance reviewed the revenue and expense summary.

OTHER

Next Board Meeting

- February 6, 2018 – Special Strategic Planning Meeting, 9 a.m., Humboldt, SK
- March 27, 2018 – Regular Meeting, 9 a.m., Humboldt, SK

Information Items

The following items were received for information purposes:

- November Payments
- Media Release - Parkland College President to step down July 31st

12:00 p.m. lunch recess

12:35 p.m. meeting resumed - VP of Administration joined the meeting

VP ADMINISTRATION REPORT

The VP Administration's report was reviewed and received for information. An updated Sexual Harassment policy may be brought to the next meeting for review.

Motion 01-18-42: MacLeod, that the meeting moves into an in-camera session at 12:45 p.m.
Carried.

Motion 01-18-43: Bergerman, that the meeting moves back into regular session at 12:55 p.m.
Carried.

12:55 p.m. the VP Administration departed the meeting.

COMMITTEE OF THE WHOLE

Audit and Risk

Three firms were short-listed and invited to the Board meeting to present their RFP to the Board.

Business Arising from C.O.W.

Discussion ensued regarding the audit RFP presentations, costs and services offered by the three accounting firms.

Motion 01-18-44: MacLeod, that the Board award the tender for audit services to Cogent Chartered Professional Accountants LLP for the four fiscal years ending June 30, 2018 through to June 30, 2021.
Carried.

Motion 01-18-45: Bergerman, if the College is not able to negotiate a contract with Cogent, the Virtus Group will be contracted and offered the audit contract.
Carried.

Recruitment

The Board recruitment ad was placed in our local papers, posted on our website and shared with First Nation communities. The deadline for applications was January 24th and a variety of applications were received.

After discussing various options, a number of individuals were identified and will be invited to an informal interview on Tuesday, February 27th with the Board at the administrative facility in Humboldt.

A list of questions will be prepared and the candidates will have the opportunity to tour the administrative facility.

Human Resources

The President and CEO presented her updated work plan. The work plan will be further discussed in-camera.

In-Camera Session with the President and CEO

Motion 01-18-46: Winkel, that the meeting moves into an in-camera session at 2:40 p.m.
Carried.

The President and CEO left the meeting at 2:55 p.m.

Motion 01-18-47: Dominguez, that the meeting moves back into regular session at 3:05 p.m.
Carried.

Adjournment

Motion 01-18-48: Bergerman, that the meeting adjourn at 3:10 p.m.
Carried.

Chairperson

Recorder