

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Humboldt and District Chamber of Commerce Office
January 21, 2016 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, attending via teleconference, 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

Note: Vice-Chairperson Dominguez chaired the meeting due to the Chairperson being off-site.

REGRETS: Andy Burgess, VP Finance

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

AGENDA: The agenda was reviewed.

Motion 01-16-214: Winkel, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the December 15 regular meeting and the minutes from the December 16, 2015 and January 9, 2016 special meetings were reviewed.

Motion 01-16-215: Hamlin, that the December 15, 2015 regular meeting minutes and the December 16, 2015 and January 9, 2016 special meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

December 18th Minister Meeting with Regional Colleges

The Chairperson attended a meeting with Minister on December 18th in Warman.

BOARD MEMBER REPORTS

Board Chairperson Report

No report at this time.

ASRC UPDATE

Will be discussed under the CEO Report.

PRESIDENT AND CEO REPORT

Report on the CEO Council Meeting held January 14, 2016

The CEO attended the January 14th CEO Council meeting and reported on the following:

- ASRC Wind Down
 - the cash on-hand will take the Colleges to the end of June
 - no awareness campaign
 - the Business Analyst Representative position (SIS liaison between the Colleges and the Ministry) will not continue after the dissolution of ASRC.

- The ASRC Executive Director's contract expires June 30, 2016 and next steps were discussed. The President and CEO and the VP Administration will review the options that we might exercise independent of the other Colleges in the capacity to stand alone at bargaining.
- ASRC will be included on next month's board meeting agenda.
- CEO Council is organizing a MLA social event as well as a board member and CEO networking opportunity for the fall.
- CEO Council will work with the Academic Officers to standardize the Ed2Go on-line programming tuition rates.

Policy Housekeeping Update

No housekeeping updates at this time. It was noted that any ASRC reference in policy or procedure will be updated after June 30, 2016.

Balanced Scorecard Report #2

The CEO and President presented the Balanced Scorecard Report #2.

Enterprise Risk Management (EMR) Report

The CEO and President presented the enterprise risk management report and noted that a specific ERM report on each of the 11 identified risks will be brought to the Board in May. The President and CEO distributed information regarding a workshop offered by Cumberland College titled, "Understanding Enterprise Risk Management" for the Board of Directors and well as the Senior Leadership team. The Board will be notified of the workshop date.

Strategic Planning Documents

The President and CEO presented 3 draft documents:

- Vision, Mission and Guiding Principles
- Strategy Map
- Strategy Development for 2016-2019 – the "strategy teams" will report to the Board on a cyclical basis beginning next year

It was noted that it is extremely important that there is staff involvement so that there is buy-in and commitment to the strategic plan.

VP FINANCE REPORT

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

- Vehicle update – the vehicle that was in an accident has been totalled off by SGI and the older white van has been sold.

Revenue and Expense Report

The President and CEO presented the revenue and expense report.

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

VP ACADEMIC REPORT

The VP Academic's report was reviewed and the following was noted:

- received \$40,000 LMS funding for a Security Officer program in Punnichy/Raymore
- SaskPolytechnic will be initiating differential pricing for the upcoming year and this will impact the tuition charged for the PN and the Power Engineering programs

VP ADMINISTRATION REPORT

The VP Administration's report was reviewed and the following was noted:

- The arbitrator has decided to side with the Regional Colleges regarding how severance is calculated for instructional staff

Guests: The Student Services Team joined the meeting at 11:25 a.m. to present their Student Services Report.

- *Jill Lees, Student Services Manager*
- *Damon Steadman, Learning Specialist*
- *Nicola Finnsen, Student Advisor*
- *Chantal Tait, Student Advisor*

The Student Services Team departed the meeting at 12:10 p.m.

In-Camera Session with the President and CEO

Motion 01-16-216: Bergerman, that the meeting moves into an in-camera session with the President and CEO at 12:12 p.m.
Carried.

Motion 01-16-217: Winkel, that the meeting moves back into regular session at 12:20 p.m.
Carried.

OTHER

Correspondence

- December 22/15, from Ms. Bloor Cavers, re: Accountability and Governance
- December 16/15, from Minister Moe, re: Approval of HZSD Lease Renewal

Next Board Meeting

- March 22, 2016 – Regular Board Meeting, 10 a.m., Humboldt Chamber of Commerce office

Information Items

The following items were received for information purposes:

- November Payments
- Year End Celebrations – Board members were asked to let the Administrative Assistant know what graduations they are able to attend.

Committee of the Whole Discussions

Business Arising from C.O.W.

Governance

Report on Accountability and Governance meeting held with Ministry Officials on October 1, 2015

The President and CEO provided a report on the follow-up to the Accountability and Governance meeting held with Ministry officials on October 1st.

Recruitment

Board Member Reappointment

The Order in Council, dated January 14, 2016, reappointing Directors Winkel and Bergerman, was received for information.

Human Resources

President and CEO Search

The President and CEO noted that the Ministry has been notified of the President and CEO employment offer and that we are currently awaiting the Minister's response and the approval of the Employment Contract.

Adjournment

Motion 01-16-218: Hamlin, that the meeting adjourn at 12:27p.m.
Carried.

Chairperson

Recorder