

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office
Humboldt, SK
January 26, 2017 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Directors, Denis Bergerman, Leon Winkel, Luz Marina Dominguez, Acting President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager and Recorder Sheri Ulrich

REGRET: Vice Chairperson, Sommer MacLeod, Director Roland Hamlin

TO ORDER: The Chairperson called the meeting to order at 10:02 a.m.

The order of the agenda items was changed as we are awaiting the arrival of Director Winkel.

BOARD MEMBER REPORTS

Board Chairperson Report

The Board Chair reported that Minister Eyre's visit, scheduled for January 18th, has been postponed due to a conflict in her schedule. The Chairperson has met with the Executive Team and is happy to report that everything is going well.

Val Koroluk, Marketing Facilitator, joined the meeting at 10:17 a.m.

Marketing Report

The Marketing Facilitator presented her report featuring marketing items, recruitment, social media, student awards and the website.

Director Winkel joined the meeting at 10:45 a.m. and the meeting now has quorum.

Ms. Koroluk departed the meeting at 10:55 a.m.

AGENDA: The agenda was reviewed and the following item was added:

9.1 Correspondence: January 11, 2017, from Minister Eyre, re: Hepp Board Appointment Extension

Motion 01-17-38: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the December 21st Board meeting was reviewed.

Motion 01-17-39: Bergerman, that the December 21, 2016 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

There was no business arising.

PRESIDENT AND CEO REPORT

Balanced Scorecard Report #2

The Acting President and CEO reviewed the Balanced Scorecard and noted that strategy creation and implementation are currently on hold making many of the measures unattainable. The measures will be fine-tuned during the preparation of the new Business Plan. Significant changes will await the arrival of the permanent CEO.

It was noted that the Executive Team will continue to work on the ERM and the development of a heat map.

Policy Housekeeping Updates

The Acting President and CEO reported that housekeeping updates including spelling errors, formatting and punctuation will be made without Board approval. It was noted that the content or intent of the policy will not be altered with housekeeping updates. All other changes to policy will be brought to the Board for approval.

VP FINANCE REPORT

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

Revenue and Expense Summary

VP Finance presented the revenue and expense summary.

Signing Authority – reported that the forms were signed today and the Acting President and CEO will have signing authority by early next week.

Punnichy Renovation Pictures

The VP Finance presented the pictures showing progressive renovations to the Punnichy Church.

Cheque Detail for December 2016

The cheque detail, showing the vendor, amount and date for each cheque processed during December was received for information. This will continue until the interim CEO is in place.

VP ACADEMIC REPORT

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

Program Update

The VP Academic presented a listing of programs for the current fiscal year.

VP ADMINISTRATION REPORT

The VP Administration's report was reviewed and received for information. The VP Administration met with the Provincial Union last week to discuss bargaining.

OTHER

Correspondence

- January 12, 2017, to Minister Eyre, re: Compensation Restraint
- January 11, 2017, to Minister Eyre, re: Hepp Board Appointment Extension

Next Board Meeting

- Special Board Meeting, March 7, 2017 10 a.m., College Office, Humboldt, SK
- Regular Board meeting, March 21, 2017 at 10:00 a.m., Bella Vista, Humboldt, SK

Information Items

The following items were received for information purposes:

- November Payments
- Welding Grad, March 16, 2017, Bella Vista, Humboldt at 5:30 p.m. – Director Winkel volunteered to attend.

The meeting recessed for lunch at 12:05 p.m.

Committee of the Whole Discussions

Business Arising from C.O.W.

Recruitment

- Board Competency Matrix summary of results were reviewed by Director Dominguez and the inclusion of the matrix in the Board Recruitment policy was discussed.

Motion 01-17-40: Dominguez, that the policy 1.17 Board recruitment approval be held until the April meeting.
Motion Defeated.

It was decided that Policy 1.17 will be left as is, prior to the recent changes, and that the incoming President and CEO can review it and suggest updates if required.

Human Resources

The Ministry has approved the hiring of a new President and CEO as well as an Interim on a contract basis. Currently awaiting the approval of the employment contract.

In-Camera Session with the Executive Team

Motion 01-17-41: Bergerman, that the meeting moves into an in-camera session at 1:55 p.m.
Carried.

The Executive Team left the meeting at 2:15 p.m.

Motion 01-17-42: Winkel, that the meeting moves back into regular session at 2:50 p.m.
Carried.

Adjournment

Motion 01-17-43: Dominguez, that the meeting adjourn at 2:56 p.m.
Carried.