

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office, Classroom #152
Humboldt, SK
January 28, 2020 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Adrienne Jackson, Directors Sommer MacLeod, Gordon Lees, Sandy Flory, Shaun Haskey, Evan Doepker, 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 9:08 a.m.

AGENDA: The agenda was reviewed.

Motion 01-20-28: Lees, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the November 26, 2019, regular meeting were reviewed.

Motion 01-20-29: Jackson, that the minutes from the November 26, 2019, regular meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- Attended the meeting with the Minister on December 12th to review Saskatchewan's Growth Plan 2020-2030
- Along with Vice-Chair Jackson, attended the Board Chair/CEO (ASRC) meeting on January 16, 2020
 - Tammy Bloor-Cavers is no longer with the Ministry
 - Lindell Veitch, Executive Director, will be the Ministry liaison for ASRC

COMMITTEE REPORTS

Finance/Audit Committee

- November 26, 2019 – Committee Chair reviewed minutes and they were received for information.
- Update: Major Capital Plan is due end of March – will be putting in a proposal for an addition to our technical building
- Next Meeting March 31, 2020

Governance & HR Committee

- CEO Work Plan Status Update
 - No formal work plan - will be discussed at the April Governance meeting
 - Current focus: Indigenous engagement, strategic plan to increase industry and other stakeholders' involvement
- PD Opportunity: JSGS Accountability & Transparency for Boards February 11th and The Role of the CEO in Public Sector Government on February 26th
- Next Meeting April 28, 2020

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report and it was received for information.

Our indigenization will be tied to a bigger project with the City of Humboldt and the Humboldt and District Chamber of Commerce, and will engage the First Nations in our region.

Minister Beaudry-Mellor is scheduled to attend the May 26th Board meeting and an invitation will be extended to attend the graduation event that afternoon.

Student Appeal – Question surrounding expectations and responsibilities of the Board for student appeals. We will look at our policies and procedures to ensure we are prepared for these situations.

Development and Communications Report

Jennifer Brooks, Development and Communications Manager, joined the meeting at 10 a.m. and presented her report.

Ms. Brooks departed the meeting at 10:34 a.m.

Brokerage Model

The Principal and CEO reviewed the draft Brokerage Partnership Model and noted that it is more a visionary document at this time. Regional Colleges will be meeting to discuss strategy and how to move forward.

Collective Agreement

The President and CEO discussed the process of ratifying the Collective Agreement.

Motion 01-20-30: Jackson, that the Board ratify the Collective Agreement covering the period September 1, 2016 to August 31, 2022, as presented.
Carried.

Motion 01-20-31: Haskey, pending ratification by all colleges and the SGEU, that the Board support application to the Ministry for increases to out-of-scope pay grids consistent with the increases provided to in-scope staff in the recently negotiated collective agreement.
Carried.

Balanced Scorecard Report #2

The President and CEO reviewed the balanced scorecard data noting the red-flagged concerns.

Enterprise Risk Management Report #2

The President and CEO reviewed the ERM report noting the addition of the things that were done to mitigate the risk and the resulting residual risk score. This will be further articulated in the upcoming PD session.

Program Update

Received for information.

CiCan 2020 Conference May 3 – 5 in Montreal

The Board Chair referred to the motion, dated June 2013, stating that once the Board had seven members, the Board would support the attendance of up to four Board members and up to four staff members. Directors Flory, Haskey, MacLeod and Jackson expressed interest in attending.

Managers' Report

The Managers' report was reviewed by the CEO.

MLA Engagement

Discussed the option of having an MLA event such as a breakfast either in June and/or after election in December. It was suggested that this be an annual event.

Important Dates: general grad Humboldt location May 26th and Punnichy location May 27th
Board members are encouraged to attend both events.

VP FINANCE REPORT

VP Finance Report

The VP Finance's report was reviewed and discussed.

- Reserves: each College will be contacted by Raman Visvanathan, ADM, to discuss their programming dollars in reserves.
- The quarterly loss report was submitted reporting a missing laptop

The Revenue and Expense Report – reviewed and received for information.

Income Statement and Balance Sheet – reviewed and received for information

VP ADMINISTRATION REPORT

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

Public Sector Commission negotiated an increase for meal reimbursement effective February 1, 2020.

OTHER

Correspondence

- December 11, 2019, from Mike Pestil, re: Governance Training 50% Fee Reimbursement
- December 2019, from Frank Cowan Company and Intact Insurance re: Insurance Provider Change

The meeting recessed for Lunch at noon

Next Meeting

- March 31, 2020 – 9 a.m. FAR Committee Meeting with regular meeting immediately following, Bella Vista Inn, Humboldt

Information Items

- December 5/19 Media Release: CTC Awards \$76,000 in Scholarship and Bursaries
- The Post-Secondary Sector Mental Health and Well-Being Symposium Update
- December 12/19 Media Release: CTC, TATC Share Location to Enhance Services
- ECE - One Arrow Graduation Celebration, February 26/20, at 6 p.m.
 - no Board member available to attend

In-Camera Session with the President and CEO

Motion 01-20-32: MacLeod, that the meeting moves into an in-camera session at 12:26 p.m.
Carried.

CEO left the meeting at 12:40 p.m.

CEO joined the meeting at 12:55 p.m.

Motion 01-20-33: Flory, that the meeting moves back into regular session at 1:24 p.m.
Carried.

Adjournment

Motion 01-20-34: Jackson, that the meeting adjourn at 1:25 p.m.
Carried.

Chairperson

Recorder