

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
January 29, 2019 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Sommer MacLeod, (via teleconference) Directors, Denis Bergerman, Luz Marina Dominguez (via teleconference) Evan Doecker, 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 9:02 a.m.

AGENDA: The agenda was reviewed.

Motion 01-19-43: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the December 18, 2018 regular meeting and the January 9th, 2019 Special meeting were reviewed.

Motion 01-19-44: Doecker, that the minutes from the December 18, 2018 and January 9, 2019 meetings be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

No report.

COMMITTEE REPORTS

Governance and Human Resources Committee

- *Recruitment Update*
 - Candidates were interviewed on January 9th and the Board, names will be submitted to the Ministry for consideration.
 - It was noted that appointments may be delayed allowing the Ministry to develop a process surrounding criminal record checks
- *Professional Development*
 - On hold until the new appointments are made
 - Cybersecurity webinar today – information will be shared with the Board upon receipt

Finance/Audit/Risk (FAR) Committee

The next FAR Committee meeting is scheduled for March 4, 2019.

PRESIDENT AND CEO REPORT

President and CEO Update

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

- Staffing update

- CEO meeting highlights:
 - Task Force: Ministry has indicated that we will be in receipt of a “response from the Minister” shortly
 - Parkland/Cumberland coalition – one board and one CEO but will operate as two separate colleges, hope to have CEO in place by April 1st
- Final budget numbers go to cabinet early February in preparation for the March 20 Provincial Budget
- Multi-Year Business Plan – will be brought to the March regular meeting for review

Balanced Scorecard Report #2

The President and CEO presented the BSC and noted the added transparency of calculating many of the measures on a quarterly basis rather than only at the end of the year.

Enterprise Risk Management Report #2

The ERM report was updated to align with the new strategic plan. The overarching risks were also reviewed. Further review of the ERM process and tools used will be done at a future FAR Committee meeting.

2019/20 Academic Calendar

The 2019/20 Academic Calendar was presented and received for information purposes.

President and CEO Workplan Update

The President and CEO presented her workplan. It was decided to add the CEO Workplan to the Governance Committee agenda to review and identify timelines and prioritize items.

Strategic Planning Agenda

The President and CEO will develop an agenda for the afternoon of March 26th.

Program Update

The Board received the program update for information purposes.

CiCan Conference – Niagara Falls, May 5, 6, 7/19

The draft budget for the upcoming CiCan Conference was reviewed and the Board discussed attendance and the value the conference offers. Further discussion will occur later in the meeting in-camera.

Marketing Report

The Marketing report was received for information purposes.

Managers’ Report

The CEO reviewed the Managers’ report and it was received for information purposes.

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.

In-Camera Session without the President and CEO

- Motion 01-19-45: Doecker, that the meeting moves into an in-camera session at 10:20 a.m.
Carried.
- Motion 01-19-46: Bergerman, that the meeting moves back into regular session at 10:28 a.m.
Carried.
- Motion 01-19-47: Jackson, that the Board will send 5 Board members to the 2019 CiCan Conference.
Carried.

OTHER

Correspondence

- Dec. 19/18, from Mr. McLoughlin re: Budget Letter Reporting Requirements for Jan. 31/19

Next Board Meeting

- March 26, 2019 – Regular Meeting, 9:00 a.m., Bella Vista, Humboldt, SK
 - Strat Plan Session – after the March 26th Regular Meeting

Information Items

- CCA Watrous Grad – March 8th – Director Jackson tentatively volunteered to attend

In-Camera Session with the President and CEO

- Motion 01-19-48: Macleod, that the meeting moves into an in-camera session at 10:36 a.m.
Carried.

CEO left the meeting at 10:42 a.m.

- Motion 01-19-49: Bergerman, that the meeting moves back into regular session at 10:50 a.m.
Carried.

10:54 a.m. Advanced Education Ministry Guests: Tammy Bloor-Cavers, Mike Pestil and Marcel Michaud

The guests were welcomed to the meeting and there was group discussion on the following topics:

- 2018 Leadership Forum
- 5 expectations guiding the Post-Secondary sector include: accessible, responsive, sustainable, accountable, quality
- Marcel shared kudos from Judy Ferguson, Provincial Auditor, regarding the Governance Audit
- Board Self Assessment Tool and Reporting Model on Using Committees
 - Thanked the Board for their committee work – Board noted committee meetings have increased engagement and has generated ‘deep dive’ discussions
 - Marcel suggested that recommendations from the committee become Board agenda items
- Proposed reporting expectations
 - June 2019 – Board/CEO Evaluations
 - June 2020 – Disclosure and Transparency practices
- Follow-up to Business Plans Approval Letter
 - AE expects more robust outcome-based performance measures and targets to guide future business plans
 - Discussed system-wide declining enrolment
- PD Board Survey Results
 - CEO Evaluation
 - Financial Statements
 - Integrating Risk Management into the Strategic Plan
 - Effective Board Chairs
 - Fiduciary, Roles/Responsibilities of Board
- Board Succession Planning
 - Board Chair noted that the interview is a key part of the recruitment process
 - Board recruitment is on hold until the process of Criminal Record Checks is confirmed
 - Reiterated the importance of staggering of board terms for continuity and maintaining corporate history
- Governance Access Site
 - Encouraged Board and staff to visit the site to access resources and tools

Adjournment

Motion 01-19-50: Bergerman, that the meeting adjourn at 12:29 p.m.
 Carried.

Chairperson

Recorder