

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Punnichy Training Centre
Punnichy, SK
June 20, 2017 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod, Directors, Denis Bergerman, Leon Winkel, Luz Marina Dominguez, Interim President and CEO/VP Academic Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager and Recorder Leanne Sylvestre

TO ORDER: The Chairperson called the meeting to order at 10:00 a.m.

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

5.4 Email from Minister's Office re: Minister Visit

Motion 06-17-70: Bergerman, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the May Board meeting was reviewed.

Motion 06-17-71: Dominguez, that the May 30th regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

The letter from the Board Chairperson to Ministry Eyre regarding Director Hamlin's resignation from the Board effective April 2017 was received for information.

BOARD MEMBER REPORTS

Board Chairperson Report

The Board Chairperson discussed the value of participating in college system-wide governance training. Potential facilitators of the system-wide training could be Irene Seiferling or Laura Soparlo.

The Board Chairperson shared Dr. Vianne Timmon's report to the University of Regina Senate.

INTERIM PRESIDENT AND CEO REPORT

2016-2017 Sponsorship Report

Presented the 2016 – 2017 sponsorship report detailing the events that the College provided sponsorship as well as the requests that were denied.

CEO Council Meeting Update

The CEO attended the June 6 & 7 CEO Council meeting and noted that the Regional Colleges will continue to work together to find efficiencies.

Staff Conflict of Interest

Correspondence regarding potential perception of conflict of interest involving the College and its employees was received for information.

Email from Minister's Office

The Minister is unable to attend the June Board meeting, but her office will be in contact with the College over the summer to secure dates for the Minister to tour while there are students in the facility.

VP FINANCE REPORT

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

- Working with the Horizon School Division to investigate opportunities for joint purchasing
- Windows and doors have been installed at the Punnichy Training Centre and the final inspection of the handicap lift has been received; the College can now apply for a license to operate it.

Unrestricted Operating Surplus Funds

Motion 06-17-72: Dominguez, that the Board approves the allocation of \$165,000 of unrestricted operating surplus to internally restricted reserves in the following amounts: \$50,000 Information Technology, \$50,000 Accounting Software Upgrades and Enhancements and \$65,000 Vehicles.
Carried.

Revenue and Expense Sample Dashboard Charts

The VP Finance presented sample dashboard charts depicting the revenue and expense summary. The dashboard charts will become a part of the monthly reporting to the Board.

SaskYI

Motion 06-17-73: Bergerman, that as per Policy 1.4 Signing Authority, the Board authorize the Interim President and CEO and/or the VP Finance to sign, upon receipt, the Federal Contract with Industry Canada for the SaskYI 2017/18 program.
Carried.

VP ACADEMIC REPORT

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

- The SAOs have been advocating strongly with the Ministry of Economy regarding the implementation of tuition fees for ABE student upgraders and the detrimental impact it will have on many of our students.

- The Board noted their great disappointment in the implementation of this policy, and the negative impact that it will have on our most vulnerable citizens. For many of these students, upgrading is their only option to allow them to participate in further post-secondary education, and if they are required to pay tuition for ABE classes, they will be excluded from the opportunity. In addition, is the concern that upgraders may no longer be eligible for Provincial Training Allowance (PTA). In these instances, we fully support the appropriate ministries (Ministry of Economy and Ministry of Social Services) working together to ensure eligible students remain on social assistance with the caveat that social services would pay the tuition fee.

VP ADMINISTRATION REPORT

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

The meeting recessed for lunch at 12:07 p.m.

OTHER

Correspondence

- June 9/17, from Minister Eyre, re: Response to Board Chairs' Letter – Transformational Change

Next Board Meeting

- September 26th Regular Meeting at 9 a.m., Humboldt
 - The local auditor is unable to attend the scheduled September 26th Board meeting and will be invited to participate via teleconference.

Information Items

- Board of Director's web-site biographies were reviewed and will be updated as required.

Committee of the Whole Discussions

Business Arising from C.O.W.

Audit and Risk

ERM Maturity Self-Assessment Completion

The Board reviewed and completed the ERM Maturity Self-Assessment for submission to Advanced Education prior to the June 30th deadline.

Governance

Suggestions for AE for the Leadership Session and Training Opportunities

- Institute of Corporate Directors, Saskatchewan Chapter

Governor Development & Certification – Continuing Education Update

The continuing education hours were reviewed. The Directors were asked to contact the Executive Assistant if they require assistance in submitting their hours.

Board Attendance Summary for 2016/17

The Board of Directors' meeting attendance summary was received for information.

Human Resources

Board of Directors' Improvement Plan

It was decided to forgo the Board evaluation for this year. The Interim President and CEO used the results of the November and March Governance Health Checks as well as items from last year's Board Improvement Plan to prepared a draft 2017-2018 Board Improvement Plan for review and discussion. The status of the Improvement Plan will be reviewed periodically throughout the year.

President and CEO Evaluation

No evaluation done due to the lack of a permanent CEO during the majority of the fiscal year.

President and CEO Recruitment Update

Will be discussed in-camera.

In-Camera Session with the Interim President and CEO

Motion 06-17-74: Dominguez, that the meeting moves into an in-camera session at 1:17 p.m.
Carried.

The Interim President and CEO left the meeting at 1:23 p.m. and was called back at 1:33 p.m.

Motion 06-17-75: Bergerman, that the meeting moves back into regular session at 1:34 p.m.
Carried.

Adjournment

Motion 06-17-76: MacLeod, that the meeting adjourn at 1:35 p.m.
Carried.

Chairperson

Recorder