

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Videoconference
June 23, 2020 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Adrienne Jackson, Directors Sommer MacLeod, Sandy Flory, Shaun Haskey, Evan Doepker, President and CEO Shelley Romanyszyn-Cross, VP Finance and Andy Burgess, VP Administration Amy Yeager and recorder Sheri Ulrich

REGRETS: Director, Gordon Lees

TO ORDER: The Chairperson called the meeting to order at 9:02 a.m.

AGENDA: The agenda was reviewed.

Motion 06-20-57: Doepker, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the May 26, 2020, regular meeting was reviewed.

Motion 06-20-58: Jackson, that the minutes from the May 26, 2020 regular meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- The Chair and Vice-Chair attended the ASRC meeting with the Minister and Deputy Minister on June 11th as well as the meeting with the Minister on June 22nd
 - Lyndell Veitch, our AE liaison, facilitated the discussion
 - Follow-up meeting is scheduled for July 6th; Vice Chair Jackson will attend

COMMITTEE REPORTS

Finance/Audit Committee

- May 26 meeting minutes were reviewed
 - Pre-audit meeting with auditor – CTC will be audited by the Provincial Auditor this year
 - Knight Archer Insurance broker payment schedule received for information
 - VP Administration reviewed the pros and cons of cyber insurance
 - Concern over high deductible
 - IT world is changing rapidly; will continue to mitigate best we can but do recommend purchasing cyber insurance pending further investigation with the insurance agent surrounding current coverage and cyber insurance
 - Working from home adds to the complexity
 - Concern expressed surrounding the theft of personal information and the liability as well as the large cost of business interruption

Motion 06-20-59: MacLeod, that the College purchase cyber insurance.
Motion rescinded. More investigation is required; will be discussed again in the fall.

- Banking services contract with RBC has been extended one year and will expire December 21, 2021.
 - Banking services will be reassessed in May 2021.
- Next Meeting September 22, 2020

Governance & HR Committee first before FAR

- Board Evaluation – will be discussed in-camera
- President and CEO Evaluation – will be discussed in-camera; a meeting has been set up for the committee Chair and Board Chair to meet with the CEO on June 29th
- Board Work Plan 2019/20 Final – received for information
- Board Work Plan 2020/21 draft – to be reviewed again in the fall
- CEO Work Plan 2020/21 – will be developed with Laura Soparlo this fall
- Recruitment Update – correspondence to the Minister regarding Board Chair and member recommendations were received for information.
- Board Meeting Attendance Summary – received for information
- Next Meeting October 27, 2020

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO report was reviewed and received for information.

Business Plan Status

- the President and CEO presented the draft Business Plan noting that, due to the uncertainty caused by the pandemic, the Plan is for the 2020-21 fiscal year only.
- assumptions on the impacts of Covid and its challenges are included
- staffing is constant; important to balance capacity with staffing
- submitting a deficit budget but do have money sitting in reserves to cover it
- large decrease anticipated in contract revenue due to Covid
- opportunities for collaboration and efficiencies remain a focus
- a special Board meeting was scheduled for June 29th at 9:30 am to approve the final Business Plan

Strategic Planning Discussion

- President and CEO contacted Ms. Soparlo and requested a more robust quote for strategic planning including community engagement.
- Concern surrounding the timing and how the strategic planning process might look in terms of the pandemic
- Going ahead with stakeholder/community engagement in some form will equip us with updated information moving forward
- Decided to contact Laura Soparlo and commit to the lesser proposal with the option of further work

APAG Reporting Theme: Transparency & Disclosure Practices

- CEO will do some work on this over the summer. Will be addressed at the October Governance meeting and be brought to the Board for review in November. The deadline to response to the Ministry is December 2020

Managers' Report

- The Managers' report was reviewed by the President and CEO

Sponsorship Report

- The sponsorship report detailing our sponsorship for the 2019-20 year was received for information.

VP FINANCE REPORT

VP Finance Report

The VP Finance gave a verbal report:

- Main focus has been on business plan, budget, Covid and OH&S
- Did not receive approval for welding shop addition; request will be included in business plan
- Purchased used shop equipment for the welding shop

VP ADMINISTRATION REPORT

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

- focussed on getting staff and student back to campus working with OH&S
- IT department has been looking at staff training for blended teaching
- BHP Scholarship – over 80 applications were considered and processed

OTHER

Correspondence - none

Next Meeting

- September 22/20, 9:00 am – FAR Committee Meeting with Regular Board Meeting immediately following

Information Items

- Media Release, June 1/20 – College Acknowledges 2020 Graduates Following Unprecedented Year
- Web-Site Biography Review – please notify the Executive Secretary if you have changes to your biography

In-Camera Session without the Senior Leadership Team

Motion 06-20-60: MacLeod, that the meeting moves into an in-camera session at 11:13 a.m.
Carried.

The President and CEO left the meeting at 11:25 a.m.

Motion 06-20-61: Doecker, that the meeting moves back into regular session at 11:37 a.m.
Carried.

Adjournment

Motion 06-20-62: Flory, that the meeting adjourn at 11:37 a.m.
 Carried.

Chairperson

Recorder