

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
June 25, 2019 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Sommer MacLeod, Directors Denis Bergerman, Luz Marina Dominguez, 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 9:00 a.m.

AGENDA: The agenda was reviewed.

Motion 06-19-74: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the May 28, 2019 regular meeting were reviewed.

Motion 6-19-75: Bergerman, that the minutes from the May 28, 2019 regular meeting be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

The Board Chair attended the College staff appreciation event and a conference call with the Board Chairs on June 7th. He also attended the CEO Council meeting with the rest of the Board Chairs on June 11.

The Board Chairs have committed to meet on a regular basis, aligned with the CEO Council meetings, and are considering the formation of a system-wide association, like the past Association of Saskatchewan Regional Colleges, to assist with communication and system-wide collaboration.

Minister Beaudry-Mellor will be invited to the September CEO Council meeting to discuss the future of the Regional College system.

Board members confirmed that they are in receipt a Criminal Records Check Ministerial request.

COMMITTEE REPORTS

Governance and Human Resources Committee

- Board Work Plan 18/19 Final – received for information
- Board Work Plan 19/20 Draft – noted that after the new members are appointed, the skills matrix will be completed, and PD needs will be re-assessed
- Governor Development & Certification – Continuing Education Update – received for information
- 2018/19 Meeting Attendance Summary – received for information
- Governance PD October 2 and 3 – please let the Executive Assistant know if you want to be registered
- Next meeting: October 22, 2019

Finance/Audit/Risk (FAR) Committee

- Next meeting: September 24, 2019 in Humboldt
 - Local auditor will attend the FAR Committee meeting as well as the Regular Board meeting

It was suggested that the number of voting committee members be less than the Board quorum and the Board Chair be non-voting.

06-19-76: Bergerman, that the composition of all Board committees includes the Board Chair as a non-voting member and the number of voting board members shall be limited to three.
 Carried.

The Governance and HR Committee as well as the FAR Committee Terms of Reference will be updated to reflect the above-noted motion.

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report and it was received for information. It was confirmed that the report template fully captures the work of the CEO.

Action Plan on Accountability and Governance (APAG) Annual Reporting Response

The President and CEO reviewed the draft response and the Board provided input and feedback. The response will be submitted to the Ministry prior to the June 30th deadline.

It was noted that the Governance Committee will discuss the option of hiring a consultant, e.g., Laura Soparlo, to do a more in depth or ‘360’ CEO evaluation every couple of years.

Educational Technology Strategy

- This framework will keep the team focussed and moving forward.
- IT strategy is currently being developed.

3.35 Fit for Duty Policy and Procedure

VP Administration has developed a draft Fit for Duty policy and procedure that will be shared with the staff for input and will be brought back to the Board for final approval. It is important to note that “fit for duty” includes physical, mental and emotional impairments.

Motion 06-19-77: Jackson, that the Board approves in principle Policy and Procedure 3.35 Fit for Duty, as presented.
 Carried.

Sponsorship Report

The President and CEO presented the sponsorship report detailing the donations and sponsorships that the College has made throughout the 2018/2019 fiscal year.

Managers' Report

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

The importance of the partnership and sponsorship of BHP Billiton, especially with the First Nations communities, was noted.

VP FINANCE REPORT

The VP Finance's report was reviewed, and the following items were added:

- Currently drafting up a lease agreement to rent out the basement of the Four Winds Learning Centre to the Touchwood Agency Labour Force Development Program beginning in July
- Wakaw renovations will take place over the summer to convert a portion of the small classroom into office space

Interim audit begins on July 2nd and will be completed August 21st.

Inventory Statement of Values as of June 30, 2019

The VP Finance noted that the total inventory valuation for insurance purposes, including buildings, furnishings and IT, is approximately \$1.8 M.

Revenue and Expense Summary

The VP Finance reviewed the revenue and expense summary. No change from the May report.

VP ADMINISTRATION REPORT

The VP Administration presented her report and it was received for information.

Domestic Violence Provincial Policy

The Province just released a Domestic Violence policy. The College will have to investigate how to apply this new policy to our employees; this may also be imbedded into the Collective Agreement.

OTHER

Correspondence

- May 22/19, from Michael Marchand, re: June 30th Audit Engagement Letter
- May 30/19, from Mark McLoughlin, re: Criminal Records Check for Board members

Next Board Meeting

- September 24, 2019 – Regular Meeting at 10:45 a.m., Bella Vista Inn, Humboldt
- September 24, 2019 - FAR Committee Meeting at 9 a.m., Bella Vista Inn, Humboldt

Information Items

- Web-site Biography Review – Directors were asked to review their biography that appears on the College website and communicate revisions with the Executive Assistant.
- Humboldt Chamber of Commerce Luncheon - July 18th - any Board member wanting to attend, please contact the Executive Assistant.

In-Camera Session with the President and CEO

Motion 06-19-78: Dominguez, that the meeting moves into an in-camera session at 11:15 a.m.
Carried.

CEO *departed the meeting at 11:30 a.m.*

Motion 06-19-79: Doecker, that the meeting moves back into regular session at 11:37 a.m.
Carried.

Adjournment

Motion 06-19-80: Jackson, that the meeting adjourn at 11:38 a.m.
Carried.

Chairperson

Recorder