

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office
Humboldt, SK
June 26, 2018 at 8:30 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson 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 Vice-Chairperson called the meeting to order at 8:30 a.m.

AGENDA: The agenda was reviewed.

Motion 06-18-82: Bergerman, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the May 29, 2018 regular meeting were reviewed.

It was noted that the addition of board recruitment to the Minister's agenda is not required due to the recent Board appointments.

Motion 06-18-83: Dominguez, that the May 29, 2018 regular meeting minutes be approved as presented.
Carried.

Chairperson Hepp arrived at 8:35 am

Discussed the agenda items that will be addressed during the Minister's visit. Distributed and reviewed College student statistics and budget compared to other post-secondary institutions.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson noted that the agenda item, Shared Leadership Taskforce, was discussed at the June 19th Special meeting. The next Shared Leadership meeting is scheduled for June 29th in Humboldt. Each Regional College is encouraged to bring a second Board member to attend.

The Chairperson attended the University of Regina Senate meeting on June 6th. He noted that his second and final term on the Senate ends June 30th, 2018. There was a motion passed at the June 6th meeting granting Saskatchewan Colleges' CEO Council membership on the University of Regina Senate as a Professional Society effective immediately.

Guests: Honourable Tina Beaudry-Mellor, Deputy Minister Mark McLoughlin and their Chief of Staff joined the meeting at 9:10 a.m.

Minister's Visit

Discussed various items as follows:

- Vision for Post-Secondary Education in the province
 - Aboriginal grad rates and job market opportunities: a focus on education laddering, transition and connection to the workforce; noted the importance of the Regional Colleges' role in the delivery of mental health in rural Saskatchewan
 - Pathways to technology and entrepreneurship: encouraged the College to infuse technology into our programs and to investigate new IT programming
- Regional College Task Force: explore what the system can do differently as a collective to ensure sustainability and better utilize resources
- Expectations for the Minister: challenge noted regarding the system being funded by two Ministries with different goals, being accountable and the extensive reporting requirements; concern surrounding the lack of collaboration among Colleges since the dissolution of ASRC
- Expectations for the Board: be proactive not reactive; make evidence-based decisions; be transparent; diversify the funding pool

The guests from the Ministry departed the meeting at 10:40 a.m.

PRESIDENT AND CEO REPORT

President and CEO Update

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

- Awaiting news from Provincial Auditor's office regarding wind up of governance audit
- Collective bargaining is on hold until fall
- Recently been asked to be the Saskatchewan representative for the President's Leadership Forum for CiCan
- Attended the CEO Council June meeting where the Task Force was the main focus
- Met with the Chair of George Gordon First Nations

Task Force Update

The President and CEO gave a brief update on the status of the Task Force:

- Chairing the SIS / OCSM working group, investigating OCSM and other student information systems that may be available

Managers' Report

The Managers' report was reviewed by the CEO.

Strategy Updates

The President and CEO reviewed the following strategy updates:

- Indigenous Strategy – continue relationship building, expand cultural and FN training for staff
- Partnership Strategy – goal is to work closer with business and industry in the region
- Marketing Strategy – expand the use of social media and increase community involvement
- Cultural Strategy – focus on building resiliency and adaptability; currently investigating a survey offered by Morneau Shepell called Total Health Index Assessment
- Safety Protocol & Disaster Response Strategy – will be finalized in the fall

Sponsorship Report

The President and CEO presented the sponsorship report noting the College supported community events with over \$1,600 during the 2017/18 fiscal year.

Staff Conflict of Interest

The President and CEO reviewed letters to the Board of Directors regarding staff potential conflict of interest. It was noted that a copy of the letters is given to our local auditor. The President and CEO will be sending the Conflict of Interest policy to all staff as a reminder in the fall. It was suggested to contact our lawyer regarding a Memorandum of Understanding as added protection of the College. The VP Administration will report back to the Board in the fall with the lawyer's response.

VP FINANCE REPORT

VP Finance Report

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

- Task Force is investigating joint tendering for vehicles
- Four Winds Training Centre federal project audit is now complete
- Cogent CPA, our local auditor, has started their interim audit and will be on site mid-August to complete the year-end audit

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.

Sexual Assault Policy and Procedure

The VP Administration reviewed the updates to the Sexual Assault Policy and Procedure 3.34. The updates were as a result of a request made by the Advanced Education Ministry.

The meeting recessed for lunch.

Jesse Green joined the meeting as recorder and Sheri Ulrich departed

OTHER

Correspondence - none

Next Board Meeting

- September 25, 2018 – Regular Meeting, 9:00 a.m., Humboldt, SK

Information Items

The following items were received for information purposes:

- April and May Payments – The VP Finance noted that the auditor has requested that cheque listings accompany the payments in the Board packages; we will start this in September.
- Board of Director Website Biography – Directors were asked to review their biography and let the Executive Assistant know if updates are required.

COMMITTEE OF THE WHOLE

Business Arising from C.O.W.

Finance and Facilities

- Nothing to report

Audit and Risk

- *Audit – Board Governance & Compliance Update*
The President and CEO noted that we are still in contact with the Provincial Auditor's office providing information and answering questions. The management letter, detailing the findings, is expected this summer.
- *Audit – Financial – Draft Audit Plan*
The draft Audit Plan was reviewed and received for information. VP Finance noted that the first day with the new auditor went well.

Governance

- *Board Self-Assessment Tool & Reporting Model on the use of Board Committees* – the completed document was submitted to the Ministry as requested.
- *Board of Directors' Improvement Plan* – all actions were accomplished except for the recruitment of a Board member with a financial background, professional development on understanding financial reports as well as on Indigenous education for Directors. These actions will be carry forwarded to next year's improvement plan for further action. The President and CEO will explore Indigenous education opportunities. The VP Finance could facilitate a seminar on understanding financial statements if required.
- *Governor Development & Certification – Continuing Education Update* – Board members were encouraged to continue sharing PD opportunities and report professional development events that they have taken to the Executive Assistant. Executive Assistant will investigate the link/ user names so board members can update their PD hours online to ensure certification stays up to date.
- *Board Meeting Attendance Summary for 2017-2018* – received for information.
- *Professional development: JS Fall opportunity* – Directors Doecker and Jackson will let the Executive Assistant know if they are available to attend the fall session.

Recruitment

- *May 25th Order in Council* appointing Evan Doecker from Annaheim and Adrienne Jackson from Wynyard to the Board was received for information.
- *Director Winkel Notice of Resignation* – Director Winkel's resignation, effective June 1st, was received by the Board.
- *Board of Director Appointment Chart* – an updated chart was received for information.
- *Recruitment Planning: Skills Matrix* – The Directors were asked to review the matrix and provide updates to the Executive Assistant. The two new Directors were asked to complete the matrix. The completed matrix will be shared with the Ministry this summer.

Human Resources

- *Board Evaluation Planning* - Ms. Soparlo is facilitating the process and will be emailing the survey monkey link to the Board the end of June with the summary being ready for discussion at the September Board meeting.
- *President and CEO Evaluation Planning* - Ms. Soparlo facilitated the survey monkey evaluation. The summary of the responses was presented by the Chairperson to the President and CEO on June 12th.

Motion 06-18-84: Dominguez, that the Board accepts the CEO's annual evaluation and passes the President and CEO's one-year probation.
 Carried.

In-Camera Session with the President and CEO

Motion 06-18-85: Bergerman, that the meeting moves into an in-camera session at 1:30 p.m.
 Carried.

The President and CEO left the meeting at 1:50 p.m.

Motion 06-18-86: Bergerman moved that the meeting moves back into regular session at 2:20 p.m.
 Carried.

Adjournment

Motion 06-18-87: MacLeod, that the meeting adjourn at 2:22 p.m.
 Carried.

Chairperson

Recorder