

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Carlton Trail College Office, Room #152
Humboldt, SK
June 27, 2016 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Directors, Denis Bergerman, Leon Winkel, Roland Hamlin, Sommer MacLeod, President and CEO, Ivan Yackel, VP Finance Andy Burgess, VP Academic Shelley Romanyszyn-Cross, VP Administration Amy Yeager and Recorder Sheri Ulrich

TO ORDER: The Chairperson called the meeting to order at 9:07 a.m.

AGENDA: The agenda was reviewed as presented.

Motion 06-16-238: MacLeod, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the May 17, 2016 regular meeting was reviewed.

Motion 06-16-239: Dominguez, that the May 17, 2016 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

There was no business arising.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson reported that he attended the June 24th meeting with the Minister and Board Chairs in Warman. The following was discussed:

- Accessibility, responsiveness, sustainability, accountability, quality
- 2016 Budget
- Maintain scholarship fund by partnering with industry and community, matching funds will continue
- Bulk procurement – such as IT, payroll, office equipment purchases, registration system
- Wanting to meet with the Chairs every 6 months
- Leadership Forum on October 17 – 19th for directors and senior leadership

ASRC UPDATE

The President and CEO notified the staff that ASRC is winding down effective June 30, 2016.

PRESIDENT AND CEO REPORT

Budget 2016

The President and CEO presented the budget letter and noted:

- operating grant remains unchanged from last year
- additional \$49,000 for basic education and \$103,000 for skills training
- \$235,000 funding was approved for the Punnichy Church renovations

2016-2019 Multiyear Business Plan

The President and CEO presented the final 2016-2019 multiyear business plan.

Motion 06-16-240: Winkel, that the Board approve the 2016-2019 Multiyear Business Plan as presented.
Carried.

Brown Governance Current State Inventory Update

The President and CEO reviewed the inventory document and noted that the report indicates compliance with all recommendations identified as deficient.

Sponsorship Report 2015-2016

The President and CEO reviewed the 2015-2016 sponsorship report detailing the sponsorship requests approved as well as denied.

2016-2017 Continuous Agenda UPDATE

The President and CEO circulated next year's continuous Board agenda and noted the addition of Director's Biography Review for June. The September Board meeting is on the same day as the CEO Council meeting; as a result, the September Board meeting was rescheduled to September 27th.

Post-Secondary Leadership Forum

The Ministry will be hosting a Post-Secondary Sector Leadership Forum in Saskatoon on October 17, 18 and 19th. Please let the Executive Assistant know if you are able to attend.

MLA Reception

There is an MLA reception being planned for fall of 2016. The details are forthcoming.

Board Governance Training

On September 14 and 15 Brown Governance is hosting Board Governance training for CEO's and Board members. Please let the Executive Assistant know if you wish to attend.

The rest of the Senior Leadership Team joined the meeting at 11:00 a.m.

VP FINANCE REPORT

The VP Finance's report was reviewed.

Revenue and Expense Report

The VP Finance presented the revenue and expense report.

SaskYI

Sent a proposal to deliver the program again for the 2016-2017 fiscal year with a similar budget.

Motion 06-16-241: Dominguez, that as per Policy 1.4 Signing Authority, the Board authorize the President and CEO and/or the VP Finance to sign the Federal Contract with Industry Canada for the SaskYI 2016/17 program.
Carried.

Insurance

The VP Finance reported that our insurance premium will increase with the addition of business interruption protection. Business interruption insurance will be further investigated this fall.

VP ACADEMIC REPORT

The VP Academic's report was reviewed and received for information. VP Academic and managers participated in the team building opportunity, Color Me Rad 5 km race, in Saskatoon.

VP ADMINISTRATION REPORT

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

The Senior Leadership Team departed the meeting at 11:45 a.m.

OTHER

Next Board Meeting

- The September Board meeting was rescheduled to Tuesday, September 27nd, 2016
9 a.m., Bella Vista Inn, Humboldt, SK

Information Items

The following items were received for information purposes:

- April Payments
- The Board of Director's are asked to review their website biography and forward any changes to the Executive Assistant

Committee of the Whole Discussions

Business Arising from C.O.W.

Finance

On June 1st the Provincial Budget was released.

Auditor

Carlton Trail College will be audited by the Provincial Auditor this year. The Board of Directors noted that there was nothing of importance to flag for the Provincial Auditor at this time.

Governance

The Board meeting attendance summary for this fiscal year was reviewed and received for information.

Human Resources

The Board evaluation summary was distributed and reviewed. The comments flagged by Ms. Soparlo were discussed to ensure clarification and possible improvement. The Board's continuous improvement plan will be brought to the September meeting for review and approval.

Motion 06-16-242: Bergerman, that the Board accepts the Board Annual Evaluation results as compiled by Laura Soparlo Consulting.
Carried.

The President and CEO final evaluation document was distributed and reviewed.

Motion 06-16-243: Hamlin, that the Board accepts the President and CEO evaluation document as presented.
Carried.

Roundtable

- Ralph Troschke, in-coming President and CEO, is visiting the Humboldt office on Wednesday this week and will be having an informal lunch with staff.

The regular meeting recessed at 11:55 a.m. to allow for the Annual General Meeting.

The regular meeting resumed at 12:14 p.m.

In-Camera Session with the President and CEO

Motion 06-16-247: Hamlin, that the meeting moves into an in-camera session at 12:15 p.m.
Carried.

The President and CEO left the meeting at 12:30 p.m. and was called back at 12:40 p.m.

Motion 06-16-248: Bergerman, that the meeting moves back into regular session at 12:43 p.m.
Carried.

Adjournment

Motion 06-16-249: Dominguez, that the meeting adjourn at 12:45 p.m.
Carried.

Chairperson

Recorder