

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Humboldt and District Chamber of Commerce Office
March 22, 2016 at 10:00 a.m.**

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

REGRETS: Director, Leon Winkel

TO ORDER: The Chairperson called the meeting to order at 10:03 a.m.

AGENDA: The agenda was reviewed.

Motion 03-16-219: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the January 21, 2016 regular meeting was reviewed.

Motion 02-16-220: MacLeod, that the January 21, 2016 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

ASRC Executive Director's Contract Discussion

The CEO distributed the proposed Labour Relations Service contract for Ms. Crossman for discussion. The contract is for two-years with a possible one-year extension. Considerable discussion ensued regarding the terms of the contract.

Motion 02-16-221: Bergerman, that the Board directs the CEO to vote against the approval of the Labour Relations Services contract for Beverly Crossman as presented.
Carried Unanimously

If the Labour Services contract is approved by CEO Council, the Board asked the President and CEO to advise the CEO Council that Carlton Trail College will not participant financially in the provision of individual Labour Services to Colleges effective July 1, 2016.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson shared the notes from the February 6th University of Regina Senate meeting.

PRESIDENT AND CEO REPORT

Draft Business Plan

The CEO presented the draft business plan including the strategic plan, the new initiatives and the budget. The final business plan will be brought to the Board for approval at the May meeting.

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

It was suggested to include an executive summary detailing the highlights as well as indicate the years included in the multi-year plan.

It was noted that without an increase in funding in 2018-2019, cost savings will have to be implemented.

Guests: Rachel Trann, ABE Manager and Jenica Moen, Literacy Facilitator joined the meeting at 11:30 a.m. to present the ABE and Literacy reports.

The ABE Manager and the Literacy Facilitator departed the meeting at 12:21 p.m. and joined the Board for lunch.

The meeting reconvened at 1:35 p.m.

VP FINANCE REPORT

The VP Finance's report was reviewed.

Revenue and Expense Report

The VP Finance presented the revenue and expense report.

Detailed Variance Analysis

The VP Finance presented the variance analysis and it was received for information.

Auditor Evaluation Tool

The annual auditor assessment was presented by the VP Finance and reviewed by the Board. This tool will be used this year and adjustments will be made if necessary. It was noted that the Provincial Auditor will also be auditing the College this year and will be asked to attend the September Board meeting where the financial statements will be presented to the Board for approval.

VP ACADEMIC REPORT

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

- Awaiting the decision from Sask Polytechnic regarding differential tuition. If this proceeds, tuition will be increased in a few of our programs and will have an affect on our budget.

VP ADMINISTRATION REPORT

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

Draft Balanced Scorecard

The CEO presented the draft balanced scorecard. The addition of strategy development and the reporting to the Board from each of the ten strategy teams was noted.

CICan Conference – Quebec City, May 29-31

The Senior Leadership Team, minus our current CEO, will be attending along with all Board members.

Lockdown Procedures

The College is currently working with the Horizon School Division to ensure our procedures are aligned with those of the division's in our co-located facilities. There was a practice lockdown at the Humboldt campus early in March. The mock lockdown went very well with all students and staff participating.

Humboldt and Area Refugee Coalition Request Funding Support

The President and CEO reviewed the request for funding to support the Humboldt and Area Refugee Coalition. It was noted that each funding request is tracked and a summary report will be presented to the Board annually in June. After discussion, it was decided to wait and see if this project proceeds prior to responding to the funding request.

ERM Workshop March 8th

The SLT attended the Enterprise Risk Management workshop in Warman on March 8th. It was noted that the workshop was an introduction to enterprise risk management.

Continuous Board Agenda Questions

The President and CEO asked the Board the following questions:

- Is the Board interested in meeting outside of Humboldt? Several items were considered including costs and extra travel time for staff as well as perceived benefits. It was decided to hold all meetings for the 2016/2017 fiscal year in Humboldt.
- Is the Board wanting to meet in February to accommodate a special meeting for staff strategy presentations? It was decided to have a meeting in February to ensure all strategy presentations are completed by February.

New Board/SLT Photos

The President and CEO asked if the Board would like to take new photos for inclusion in the upcoming Annual Report and posted on the new web-site. It was decided to make arrangements for a professional photographer to take photos of the Board and SLT in May; formal business attire was chosen.

OTHER

Correspondence

- January 15/16, from Minister Moe, re: Winkel & Bergerman Re-appointments
- January 25/16, from Elections Saskatchewan
- January 28 & 29/16, from Provincial Auditor, re: 2016 Annual Audit
- February 3/16, from Sask Polytechnic Press Releases
- February 9/16, from Minister Moe, re: President and CEO Contract Approval
- February 19/16, from Ministry of Advanced Education, re: Student Loan Repayment Rate
- February 22/16, from Louise Greenberg, re: Current State Inventory Report. An update will be brought to the June Meeting for discussion and approval prior to submission.

Next Board Meeting

- April 19, 2016 – Regular Board Meeting, 9 a.m., Schulte Industries, Englefeld, SK

Information Items

The following items were received for information purposes:

- December and January Payments
- HZSD Lease Extension Signed
- Year End Celebrations – Director attendance was confirmed

- Newspaper Article re: BHP
- January Payroll Correction – will be corrected in April and May
- One Arrow Equestrian Centre closure - the June meeting will be held in Humboldt
- Newspaper Article re: Karnalyte Resources

Committee of the Whole Discussions

Business Arising from C.O.W.

Auditor

Provincial Audit of Carlton Trail College for 2015/16

- Carlton Trail College is one of the three Colleges chosen to be audited by the Provincial Auditor this fiscal year.

Draft Auditor Assessment Tool

- See discussion under item 7.3

Governance

- The Governance Health Check responses will be compiled and brought to the April Board meeting for review.

Recruitment

- The letters from Minister Moe reappointing Directors Winkel and Bergerman was received for information.
- Succession planning for Board of Directors was discussed. It was decided to add Board recruitment to the continuous agenda under November 2016.

Human Resources

- The news release announcing the appointment of Mr. Ralph Troschke as President and CEO, was received for information.

In-Camera Session with the President and CEO

Motion 03-16-222: Dominguez, that the meeting moves into an in-camera session with the President and CEO at 3:10 p.m.
Carried.

Motion 03-16-223: Hamlin, that the meeting moves back into regular session at 3:50 p.m.
Carried.

Adjournment

Motion 03-16-224: Bergerman, that the meeting adjourn at 3:51 p.m.
Carried.

Chairperson

Recorder