

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the College in Classroom #152  
Humboldt, SK  
March 26, 2019 at 8:30 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 8:31 a.m.

**AGENDA:** The agenda was reviewed.

Motion 03-19-51:       Bergerman, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the January 29, 2019 regular were reviewed.

Motion 03-19-52:       MacLeod, that the minutes from the January 29, 2019 regular meeting be approved as presented.  
Carried.

### **BOARD ITEMS**

#### **Board Chairperson Report**

Attended the Budget Address in Regina on March 20<sup>th</sup>.

#### **Board Work Plan Update #2**

The Board work plan was reviewed and received for information.

Based on the Board evaluation and skills matrix, a 2019/20 plan will be drafted by the Governance Committee for the Board's review in May.

#### **PD Opportunities**

Currently no PD opportunities.

### **COMMITTEE REPORTS**

#### **Governance and Human Resources Committee**

- Board Recruitment Update
  - Correspondence received from Minister Beaudry-Mellor thanking the Board for the names of possible Board candidates
  - Waiting for the Order in Council appointing our new members
- Board Evaluation – questions surrounding committees were added to the evaluation. The survey monkey link will be sent the beginning of April. The Governance Committee will administer and prepare a summary for the Board's review.
- CEO Evaluation – survey monkey will be sent the beginning of April. The Governance Committee will administer and prepare a summary for the Board's review.

- Next meeting: May 14, 2019, 9 a.m. in Humboldt
  - Agenda items:
    - ✓ The Board Skills Matrix will be completed by the Board in April and will inform 2019/20 work plan
    - ✓ Review Board Policy Section 1. The updates include recommendations from the Governance Audit and adding of committees
    - ✓ APAG discussion – theme Board Evaluation – will inform the document that will be shared with the Ministry in June

#### Finance/Audit/Risk (FAR) Committee

- March 4, 2019 minutes were reviewed by the Committee Chair.
  - Regional Colleges' personal services expense comparison was discussed and received for information
- Next meeting: May 13, 2019, 9:30 a.m. in Humboldt
  - Agenda items:
    - ✓ Risk management documents
    - ✓ Pre-audit meeting with local auditor
    - ✓ Insurance Review
    - ✓ APAG discussion around finance/risk questions related to the annual reporting
    - ✓ Signing authority policy will be reviewed by the FAR Committee

### **PRESIDENT AND CEO REPORT**

#### **President and CEO Update**

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

- Hired Jennifer Brooks as the Development and Communications Manager
- CEO meeting highlights:
  - The Parkland/Cumberland CEO search is currently underway and are awaiting Board appointments (six-member Board with 3 representatives from each region)
  - Meeting with Ministry (primarily about budget and Task Force)
  - Task Force - Continue to seek out opportunities to collaborate and find efficiencies.
  - We have the okay to move forward to investigate and make a case for new SIS; do not have any commitment of funding.

#### **Provincial Budget Letter**

The President and CEO reviewed the 2019 Provincial Budget letter noting the reduction of \$48,000. The Regional Colleges received an overall \$1M cut with all colleges receiving an approximate 2% decrease in their operational budget with the exception of one college that received an approximate 10% decrease. ESL funding is still in the negotiation/proposal stage.

#### **Multi-Year Business Plan**

The draft MYBP was reviewed noting the changes required due to the budget reduction. The final MYBP will be brought to the April Board meeting for approval. Confirmed that the STA 5% remains. There was consensus to proceed as status quo and use up to \$100,00 of unrestricted reserves to cover the deficit.

**CiCan Conference – Niagara Falls, May 5, 6, 7/19**

It was confirmed that, at this time, Directors MacLeod and Jackson will attend the upcoming CiCan Conference with additional directors attending pending Board appointments.

**President & CEO Evaluation**

The Board reviewed the President and CEO evaluation. It was decided to proceed with the evaluation being administered by the Governance Committee via Survey Monkey in April. The Governance Committee will review the evaluation results and a summary will be brought to the Board for discussion at the May Board meeting.

The Board evaluation has been updated to include questions surrounding committees. The Board evaluation will also be done via Survey Monkey with similar timelines and process as the CEO Evaluation.

**ABE/Student Services Report**

The ABE/Student Services report was received for information purposes.

**Managers' Report**

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

*9:45 a.m. Recording Secretary departed the meeting and VP Administration assumed the role of recording.*

**VP FINANCE REPORT**

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

**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.

**OTHER**

**Correspondence**

- Jan. 31/19, to T. Bloor Cavers, ADM, re: Annual Reporting Priorities
- Feb. 11/19, from Minister Beaudry-Mellor, re: Task Force
- Feb. 25/19, from Minister Beaudry-Mellor, re: Board Recruitment

**Next Board Meeting**

- April 30, 2019 – Regular Meeting, 9:00 a.m., Bella Vista, Humboldt, SK

**Information Items**

- Year-End Celebration Chart – attendance was confirmed

**In-Camera Session with the President and CEO**

Motion 03-19-53: Doepker, that the meeting moves into an in-camera session at 10:10 a.m.  
Carried.

*CEO left the meeting at 10:15 a.m.*

Motion 03-19-54: Bergerman, that the meeting moves back into regular session at 10:34 a.m.  
Carried.

It was noted that immediately following the Board meeting a Strategic Plan review session will occur.

**Adjournment**

Motion 03-19-55: Bergerman, that the meeting adjourn at 10:36 a.m.  
Carried.

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Chairperson

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Recorder