

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office
Humboldt, SK
March 27, 2017 at 9:00 a.m.**

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

REGRET: Director Roland Hamlin

TO ORDER: The Chairperson called the meeting to order at 9:00 a.m.

The order of the agenda items was changed as we are awaiting the arrival of the Vice Chairperson Sommer MacLeod.

Rachel Trann, ABE Manager and Jenica Moen, Literacy Facilitator, joined the meeting at 9:03 a.m.

ABE/Literacy Report

The ABE Manager and the Literacy Facilitator presented their reports noting the changes from the recent Provincial Budget and the changes to next year's programming.

Ms. Trann and Ms. Moen departed the meeting at 10:00a.m.

AGENDA: The agenda was reviewed.

Motion 03-17-51: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the January and February Board meetings were reviewed.

Motion 03-17-52: Winkel, that the January 26th Regular meeting minutes and the February 21st Special meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Board Chair distributed a draft letter prepared by the Saskatchewan Regional College Board Chairs and CEOs offering comments on transformational change and raising awareness of the contributions made by regional colleges to the economy. Various cost-saving measures including a purchasing consortium, shared programming using IT, sector-wide planning for program delivery, joint tendering of corporate services and coordinated HR and labour relations were among suggested efficiency options being explored.

BUSINESS ARISING

There was no business arising.

INTERIM PRESIDENT AND CEO REPORT

Provincial Budget

The 2017 Budget letter was distributed and received for information. The budget highlights and impact on the Regional College system were noted and discussed.

Budget highlights include:

- 5% decrease in operational funding
- 3.5% decrease in wages or the equivalent days off without pay - it remains unclear if the 3.5% decrease is included within the 5% or not
- \$35,000 decrease in ABE funding
- Received capital funding of \$40,000 for the Punnichy facility and \$16,000 for the replacement of the air conditioner in Watrous
- Status quo for Skills Training and ESL funding

Draft Business Plan

The Provincial Budget information and the resulting changes to the program plan, human resource plan and budget will be updated and the final Business Plan will be brought to the April Regular Board meeting for review and approval.

VP FINANCE REPORT

The VP Finance's report was reviewed and received for information. The VP Finance advised the Board that the College will be administering the BHP Scholarship Program for two years and that the agreement includes a \$9,000 per year administrative fee that qualifies for matching scholarship dollars from the Ministry.

It was discussed that a portion of the unrestricted operating surplus may be designated for IT equipment as well as vehicle replacement.

Revenue and Expense Summary

VP Finance presented the revenue and expense summary.

VP ACADEMIC REPORT

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

The VP Academic noted changes to the SaskPolytechnic program brokerage rules limiting the number of programs being offered through the Regional College system.

The VP Academic announced that Deputy Minister, Louise Greenberg, will be retiring on April 4th and David Boehm has been appointed Acting Deputy Minister.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence

- March 22/17, from Minister Eyre & Minister Harrison, re: 2017 Budget
- March 14/17, from Louise Greenberg, re: Provincial Budget
- March 1/17, from SGI, re: Business Recognition Assessment

Next Board Meeting

- The April 25th Regular meeting was changed to April 24, 2017 at 9:00 a.m., Humboldt
- The May 16th Regular meeting was changed to May 24, 2017 at 9:00 a.m., Humboldt
- June 20th at 9 a.m. - Regular and AGM Board meetings, Punnichy

Information Items

The following items were received for information purposes:

- December and January Payments
- The graduation list was reviewed and Directors volunteered to attend each event.

The meeting recessed for lunch at 12:20 p.m.

Committee of the Whole Discussions

Business Arising from C.O.W.

Audit and Risk

The local auditor will be invited to the May Regular meeting to discuss the priorities and expectations for the 2016/17 fiscal year audit.

To prepare for the discussions with the local auditor in May, the Board will identify audit priorities and expectations at the April Board meeting.

Governance

The Directors completed the Governance Health Check and the results will be compiled and brought the April meeting for review and discussion.

Recruitment

A First Nation candidate may be identified from the impending Indigenous Advisory Team.

Human Resources – President and CEO Recruitment Update – on hold due to the hiring freeze

In-Camera Session with the Interim President and CEO

Motion 03-17-53: MacLeod, that the meeting moves into an in-camera session at 1:06 p.m.
Carried.

The Interim President and CEO left the meeting at 1:20 p.m.

Motion 03-17-54: Winkel, that the meeting moves back into regular session at 1:44 p.m.
Carried.

Adjournment

Motion 03-17-55: Bergerman, that the meeting adjourn at 1:45 p.m.
Carried.

Chairperson

Recorder