

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
March 27, 2018 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod, Directors, Denis Bergerman, Leon Winkel, Luz Marina Dominguez, 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 9:05 a.m.

AGENDA: The agenda was reviewed and the following was added:

8.4 C.O.W. – Human Resources: Information Technology

Motion 03-18-53: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the January 30, 2018 regular meeting and February 27, 2018 special meeting were reviewed.

Motion 03-18-54: Winkel, that the January 30, 2018 regular meeting minutes and the February 27, 2018 special meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson attended the University of Regina Senate meeting and presented his report.

PRESIDENT AND CEO REPORT

President and CEO Update

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

- Executive Leadership Continuous Improvement training is scheduled for later this spring
- Will be attending the budget proceedings in Regina on April 10th
- Decrease of Sask Poly contract training costs on select programs
- Donation of artwork was received for the Punnichy Four Winds Training Centre
- Met with Schulte Industries and the Chamber of Commerce. Engagement activity will be reported to the Board in writing, as required
- Attending the Sask Construction Association meeting in May

2018 – 2021 Strategic Goals and Priorities Approval

The summary of the strategic planning session with Ms. Soparlo was reviewed and the priorities and goals were discussed. It was noted that the decreased number of goals is an improvement.

Motion 03-18-55: MacLeod, that the Board approves the 2018 – 2021 Strategic Goals and priorities as presented.
Carried.

Draft 2018 – 2021 Business Plan

The President and CEO reviewed the draft business plan highlighting the inclusion of risk management and collaborative planning sections, the decreased narrative in the program plan and the addition of labour market information. Budget scenarios were also discussed.

Academic Calendar Update

The 2018-2019 Academic Calendar was updated to include an instructor in-service as well as a second all staff in-service. The Pacific Institute student workshop has been replaced with an in-house workshop titled “Awaken Your Potential” which has proven to better engage students and is much more cost effective.

Enterprise Division Manager joined the meeting at 10 a.m.

Enterprise Report

The Enterprise Manager, Deanna Gaetz, presented her report highlighting the contract training and its revenue as well as details surrounding the Four Winds Learning Centre mural project that is now completed and looks amazing.

Enterprise Division Manager left the meeting at 10:30 a.m.

Managers’ Report

The Managers’ report was reviewed by the CEO.

CiCan Conference Update

The CiCan Annual Conference is scheduled for April 29 – May 2 and will be held in Victoria, BC. All Board members, as well as the President and CEO, have been registered to attend. The CEO will also be attending the pre-conference session.

VP FINANCE REPORT

VP Finance Report

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

- SaskYI audit is on-going
- Auditor has received Ministerial approval

SGI Business Recognition Assessment

Noted that the College will have a surcharge of 3% due to the College’s claims history.

Four Winds Learning Centre Mural Photos

The VP Finance will look into the protection of the artwork as well as additional insurance coverage. It was confirmed that the facility has security cameras as well as an alarm system.

Detailed Variance Analysis Report #2 as of January 31, 2018

The VP Finance presented the variance analysis for the period ending January 31st. The added charts depicting the revenue/expenses as well as surplus/deficit are very valuable and are easily read.

Revenue and Expense Summary

The VP Finance reviewed the revenue and expense summary. Again, the added charts provide value. Discussed classroom space at Wakaw/One Arrow for future program needs.

VP ADMINISTRATION REPORT

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

Motion 03-18-56: Bergerman, that the meeting moves into an in-camera session at 11:05 a.m.
Carried.

Motion 03-18-57: Winkel, that the meeting moves back into regular session at 11:17 a.m.
Carried.

The VP Administration will be working on a drug and alcohol policy to satisfy any future concerns that may arise due to the legalization of recreational marijuana.

OTHER

Correspondence

- February 20/18, letter from Premier Moe, re: Acknowledgement of Congratulatory Letter
- March 6/18, letter from T. Bloor Cavers re: Action Plan on Accountability and Governance
(will be discussed under 8.4 C.O.W. Governance)
- March 6/18, letter to Minister Beaudry-Mellor, re: Board Recruitment/Recommendations
(will be discussed under 8.4 C.O.W. Recruitment)
- March 6/18, letter from Ministry re: Student Loan Repayment Rates
- March 12/18, letter from Minister Beaudry-Mellor, re: Auditor Approval

Next Board Meeting

- April 24, 2018 – Regular Meeting, 9 a.m., Bella Vista, Humboldt, SK
- May 29, 2018 – Regular Meeting, 9 a.m., College Classroom #151, Humboldt, SK
- June 26, 2018 – Regular Meeting, 9 a.m., College Classroom #151, Humboldt, SK

Information Items

The following items were received for information purposes:

- December and January Payments
- News Release re: Carlton Trail College Economic Impact
- Cumberland College Announcement re: President
- Year-end Celebration Chart – Board attendance was confirmed

COMMITTEE OF THE WHOLE

Business Arising from C.O.W.

Audit and Risk

Ministerial approval of entering into a 4-year service contract with Cogent Chartered Professional Accountants was received.

Governance

- Performance-Based Audit of Board Governance and Competencies
 - Awaiting the scope and timelines for the audit
- March 6, letter from T. Bloor Cavers re: Action Plan on Accountability and Governance was received for information. The CEO noted that Risk Management is now clearly articulated in our Business Plan and that terms of reference for the work of the Committee of the Whole will be examined to ensure the Board engages in “deep dive” discussions.
- Governance Health Check
 - Board members completed the health check. A summary will be compiled for discussion at the April meeting
- Board Improvement Plan
 - The Board improvement plan was reviewed. Minister Beaudry-Mellor’s office will be contacted to set up a meeting.
- Professional development opportunities including free webinars offered through Governance Solutions were shared with the Board

Recruitment

A letter was sent to Minister Beaudry-Mellor with a list of potential Board members as well as their resumes.

12:10 p.m. lunch recess

12:45 p.m. meeting resumed

Human Resources

Stressed the importance of an infrastructure IT audit which will help us decide where to go moving forward to ensure the IT needs of the College are being met.

In-Camera Session with the President and CEO

Motion 03-18-58: MacLeod, that the meeting moves into an in-camera session at 1:16 p.m.
Carried.

The President and CEO left the meeting at 1:35 p.m.

Motion 03-18-59: Winkel, that the meeting moves back into regular session at 1:45 p.m.
Carried.

Adjournment

Motion 03-18-60: Bergerman, that the meeting adjourn at 1:46 p.m.
Carried.

Chairperson

Recorder