

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Humboldt and District Chamber of Commerce Office
May 17, 2016 at 9:00 a.m.**

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

REGRETS: Director MacLeod, VP Academic Shelley Romanyszyn-Cross

TO ORDER: The Chairperson called the meeting to order at 9:03 a.m.

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

Added: 10.1 Correspondence: May 13, 2016, from Louise Greenberg, re: Leadership Forum

Motion 05-16-232: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the April 19, 2016 regular meeting was reviewed.

Motion 05-16-233: Bergerman, that the April 19, 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 met with the incoming CEO and that he is excited to assume the position the end of August.

ASRC UPDATE

At the June CEO Council meeting there will be a decision regarding the formal communication surrounding the dissolution of ASRC as of July 1, 2016. Upon receipt, this communication will be shared with and Board and staff.

PRESIDENT AND CEO REPORT

Balanced Scorecard

The President and CEO presented the balanced scorecard report #3 and it was received for information. An updated BSC will be developed using the new strategic plan this fall.

Enterprise Risk Management Report

The President and CEO presented the summary of the risk analysis of the 11 overarching risks and reviewed the spreadsheet detailing the results.

Policy Housekeeping

Policy 1.15 Participation in Other Organizations was updated to remove the ASRC referral and add the Humboldt and District Chamber of Commerce..

Motion -5-16-234: Winkel, that the Board approve the changes to Policy 1.15 Participation in Other Organizations, as presented.
Carried.

Elimination of Hands-free Communication While Driving

The President and CEO noted that the College now requires all staff driving on College business to refrain from answering or initiating any electronic communication while the vehicle they are operating is in motion. As a part of the Safe Communities group in the Humboldt area, the College was asked if we would consider the decision to implement this policy.

The October Board meeting was rescheduled to October 24th due to the Governance training being held on October 18th. Directors are asked to hold October 17, 18 and 19 for training. A copy of the 2016-2017 Continuous Board Agenda was distributed and an updated Continuous Agenda will be brought to the June meeting.

2016-2017 Academic Calendar

The President and CEO noted that the 2016-2017 Academic Calendar was revised to remove the July 1, 2017 statutory holiday that was to be observed on June 30th. This stat will be included on next year's continuous agenda.

OTHER

Correspondence

- May 3/16, from Marcel Michaud, re: Consultation on Reporting Expectations
- May 13/16, from Louise Greenberg, re: Leadership Forum in Saskatoon October 17 and 18, 2016

Next Board Meeting

- June 27, 2016 – Regular Board Meeting, 9 a.m., Carlton Trail College, Humboldt, SK Room 152

Information Items

The following items were received for information purposes:

- March Payments
- CIG Can Article
- Year End Celebrations – Director attendance was confirmed
- June 10th Staff Golf and BBQ at Manitou Beach – poster will be emailed
- CIG Can Voting Delegate Package

Committee of the Whole Discussions

Business Arising from C.O.W.

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

Continuing education hours for the Governor Development and Certification program were discussed. All Directors will have ample hours to maintain their certification. This agenda item will be added to the continuous agenda under June and reviewed annually.

VP ACADEMIC REPORT

In the absence of the VP Academic, the President and CEO presented the Academic report.

In-Camera Session without the President and CEO

Motion 05-16-235: Bergerman, that the meeting moves into an in-camera session without the President and CEO at 10:50 a.m.
Carried.

Motion 05-16-236: Dominguez, that the meeting moves back into regular session at 11:00 a.m.
Carried.

The President and CEO evaluation document will be further revised and a motion of acceptance will be voted on at the June 27th meeting.

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.

VP ADMINISTRATION REPORT

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

Guests: Doreen Stevens, Senior Accounting Technician, Susanne Hoffmann, Accounting Clerk, Donna Krause, Accounting Clerk and Vanessa Dauk, Payroll Clerk joined the meeting at 11:25 a.m. to present the accounting and payroll reports.

Staff Evaluation Tool

The VP Administration noted that this performance evaluation tool was created in 2013 and the competencies were chosen to reflect the College's guiding principles and foster a healthy culture. The evaluation is very behavioural and encourages growth and development as well as open dialogue.

The accounting department departed the meeting at 12:00 p.m. and joined the Board for lunch.

Adjournment

Motion 05-16-237: Bergerman, that the meeting adjourn at 12:00 p.m.
Carried.

Chairperson

Recorder