

**Minutes of the Regular Meeting of  
The Board of Trustees of Carlton Trail College  
Held at the Carlton Trail College Office, Humboldt, SK  
May 19, 2015 at 10:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Leon Winkel, Roland Hamlin, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager, and Recorder Sheri Ulrich

**REGRETS:** Trustee MacLeod

**TO ORDER:** The Chairperson called the meeting to order at 9:53 a.m.

**AGENDA:** The agenda was reviewed.

Motion 05-15-149: Dominguez, that the agenda be approved as presented.  
Carried.

**MINUTES**

The minutes from the April 21st regular meeting were reviewed.

Motion 05-15-150: Bergerman, that the April 21, 2015 meeting minutes be approved as presented.  
Carried.

**BUSINESS ARISING**

**First Nation Contracts**

Discussion ensued surrounding program contracts with First Nations and our capacity to collect funds. The CEO will confirm the process of setting up programs with First Nations and check on the Yellow Quill First Nation receivable. This will be discussed further at the June meeting.

**Audit Discussion**

The local auditor will be attending the meeting this afternoon and the following items will be addressed:

- Request a pre-audit plan that will be signed by the Board
- Identify risk areas that should be focussed on; e.g., ABE
- In-camera session with only the Board to allow for the discussion surrounding any concerns with management
- Credit authorization process and programming contracts with First Nations

**Code of Conduct – Teleconference Etiquette**

The options available for Board member participation when not available to attend in person were discussed. It was decided that if a Board member is not available to attend in person, the next best option would be to attend via teleconference and implement a code of conduct. The CEO will review the Board's code of conduct policy to include meeting etiquette and bring it to the next meeting.

**BOARD MEMBER REPORTS**

**Board Chairperson Report**

No report.

### **ASRC UPDATE**

The CEO reported that the next ASRC meeting will be held on June 11<sup>th</sup> at Jackfish Lake.

The CEO confirmed that there was Board consensus on the following:

- name change from ASRC to SaskColleges
- the need for a shared identity for Regional Colleges
- annual advocacy event open to all Board members and CEOs
- annual networking and PD opportunity for all Board members and CEOs

The SaskColleges April 29<sup>th</sup> Media Release, regarding Saskatchewan Colleges' contribution to the Provincial economy, was received for information.

The May 6<sup>th</sup> letter from Cumberland College to Minister Doherty regarding credit-granting, international education and aboriginal engagement was received for information.

### **CEO REPORT**

#### **Business Plan Approval**

The CEO presented the 2015-2018 multiyear Business Plan. This is our first multiyear Business Plan that will be submitted to the Ministry.

Motion 05-15-151:      Dominguez, that the Board approve the 2015-2018 multiyear Business Plan as presented.  
Carried.

#### **Balanced Scorecard Report 3**

The CEO reviewed the balanced scorecard and noted that the final report will be brought to the Board in the fall.

#### **Policy Updates**

The CEO presented various policies including the new Policy 3.34, policies seeking final approval as well as policy housekeeping changes.

Motion 05-15-152:      Bergerman, that the Board approve, in principle, Policy 3.34 Sexual Harassment, as presented.  
Carried

#### **New Policies Seeking Final Approval**

- 2.23 Protection of College Assets
- 2.24 Records Retention and Disposal
- 2.25 New Debt
- 2.26 Corporate Credit Cards
- 3.32 Diverse Workforce
- 3.33 Whistleblower Protection

Motion 05-15-153:      Winkel, that the Board gives final approval for the implementation of Policies 2.23, 2.24, 2.25, 2.26, 3.32 and 3.33, as presented.  
Carried.

### **Housekeeping Updates**

- 2.16 Tenders
- 3.4 Professional Development
- 3.27 Staff Pay Rates

Motion 05-15-154: Hamlin, that the Board approves the housekeeping changes to policies 2.16, 3.4 and 3.27, as presented.  
Carried.

### **Board Meeting Starting Times and Locations**

Discussion ensued surrounding Board meeting start times. This will be brought to the June meeting for further discussion. The CEO asked if the Board would be in favour of the Humboldt meetings being held at the Humboldt Chamber office and noted that there would be a small charge for the meeting room use.

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

### **DIRECTOR OF FINANCE REPORT**

The Director of Finance's report was reviewed and the following items were added:

- CRA access – completing an additional form so that accounting staff can access information
- Fairtax - conducting a GST audit
- Copyright – entering into a new three-year agreement and as a result will get a better rate
- CiCan – submitted the facility request survey

### **Revenue and Expense Summary**

The revenue and expense summary was received for information. The following requires review:

- K-12 grant, lack of consistency among Regional Colleges including the amount per student received
- contract process for First Nation programming to ensure risk is mitigated

*Doreen Stevens, Senior Accounting Technician, and Vanessa Dauk, Payroll Technician, joined the meeting at 11:30 a.m. to present their reports.*

### **DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed.

It was noted that Sask Polytechnic is offering a free on-line math class. The College will be notifying our skills training students of this opportunity to prepare for their fall classes.

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed.

*The meeting recessed at noon for lunch.*

## **OTHER**

### **Correspondence**

- April 28, 2015, Provincial Auditor, re: Regional College 2015 Audit
- Staff Thank You Emails
- Parkland Media Release
- Thank You From One Arrow Equestrian Centre
- Nomination of Fay Meyers for CICAN award

### **Next Meeting Date**

- June 29, 2015, Humboldt, College Classroom #152 at 9 a.m.

### **Information Items**

The following items were received for information purposes:

- Year-End Celebration Update
- March Payments
- Year-End Barbecue and Board/Staff Recognition Event
  - Manitou Beach Golf Course June 12 (additional detail will be emailed)

### **Roundtable Discussion**

- The Board expressed their appreciation for the staff presentations.
- A Board attendance summary sheet for 2014-15 was requested for the next meeting.

*Mr. Bob Frape, EJC Dudley & Co., joined the meeting at 1:10 p.m.*

- This pre-audit meeting with the auditor will give the Board the opportunity to flag concerns prior to the annual audit.
- The Board asked that the local auditor provide a pre-audit plan for Board approval prior to the annual audit.
- The credit authorization and programming contracts with First Nations was discussed. The auditor noted that there is no specific process for reviewing First Nations' contracts.
- Materiality used in the audit – the local auditor follows the provincial auditor recommendations of 1% on the first million and 1.5% on the next up to 19 million. Materiality levels should be similar to last year.

### **In-camera Session with the Auditor and the Board**

Motion 05-15-155: Hamlin, that the meeting go into an in-camera session with the Auditor at 1:30 p.m.

Carried.

The Chairperson called the meeting back into regular session at 2:09 p.m.

**Adjournment**

Motion 05-15-156: Dominguez, that the meeting adjourn at 2:10 p.m.  
Carried.

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Chairperson

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Recorder