

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the College in Classroom #152  
Humboldt, SK  
May 28, 2019 at 9:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chair Sommer MacLeod (via teleconference), Directors Luz Marina Dominguez, Evan Doepker, Adrienne Jackson, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess and Recorder Sheri Ulrich

**REGRETS:** Director, Denis Bergerman and VP Administration Amy Yeager

**TO ORDER:** The Chairperson called the meeting to order at 9:01 a.m.

**AGENDA:** The agenda was reviewed.

Motion 05-19-62: Dominguez, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the April 30, 2019 regular were reviewed.

Motion 05-19-63: Doepker, that the minutes from the April 30, 2019 regular meeting be approved as presented.  
Carried.

### **BOARD ITEMS**

#### **Board Chairperson Report**

The Board Chair attended a meeting with Regional College Chairs on May 16<sup>th</sup>.

#### **CiCan Conference Report**

Trustees MacLeod and Jackson attended the CiCan Conference in Niagara and shared some of the information they acquired. It was noted that the Conference provided an opportunity to network and the information sessions that they attended were very valuable.

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

Motion 05-19-64: Dominguez, that the meeting moves into an in-camera session at 9:08 a.m.  
Carried.

Motion 05-19-65: Jackson, that the meeting moves back into regular session at 10:18 a.m.  
Carried.

### **COMMITTEE REPORTS**

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

- May 14<sup>th</sup> minutes were reviewed and received for information
- Policy & Procedure Section 1: Board was reviewed

Motion 05-19-66: Dominguez, that the Board approves the changes/updates of Policy and Procedure Section 1: Board, as presented.  
Carried.

- Board Evaluation – this will be discussed in-camera.
- CEO Evaluation – this will be discussed in-camera

### **In-Camera Session without the President and CEO**

Motion 05-19-67: Doepker, that the meeting moves into an in-camera session at 10:38 a.m.  
Carried.

Motion 05-19-68: Doepker, that the meeting moves back into regular session at 11:00 a.m.  
Carried.

- Next meeting: October 22, 2019

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

- May 13<sup>th</sup> minutes were reviewed and received for information
- Policy 1.4 Signing Authority was reviewed and it was noted that the Procedure: Signing Authority Matrix is in the process of being updated.

Motion 05-19-69: Doepker, that the Board approves the changes/updates of Policy 1.4 Signing Authority as presented.  
Carried.

### **Policy 2.6 Charitable Donations**

The President and CEO presented the draft Charitable Donation policy and procedure noting that Carlton Trail College has recently received charitable status.

Motion 05-19-70: Doepker, that the Board approves, in principle, the Policy and Procedure 2.6 Charitable Donations as presented.  
Carried.

- Next meeting: September 24, 2019 in Humboldt

## **PRESIDENT AND CEO REPORT**

### **President and CEO Update**

Moving forward, the President and CEO was asked to include a written update in the Board package rather than verbal.

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

- Next CEO meeting is scheduled for June 11<sup>th</sup>.
- Participated in Collective Bargaining on May 22 & 23

- Southeast College has worked with Sask Chamber of Commerce and has developed a Business Management Training Program and will begin delivery throughout the province

The Province just released the Domestic Violence policy. The College will have to investigate how to apply this new policy to our employees; this may be imbedded into the Collective Agreement. This item will be added to the June agenda for the VP Administration to speak to.

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

The President and CEO reviewed the BSC for the quarter ending March 31, 2019 noting areas that are red-flagged.

### **Enterprise Risk Management Report #3**

The President and CEO reviewed the ERM report for the quarter ending March 31, 2019 noting there were no changes since report #2. It was confirmed to continue reporting quarterly.

### **Managers' Report**

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

### **Staff Recognition Event – June 7th**

The annual staff recognition event will be held in Lanigan this year on June 7<sup>th</sup>. Board member attendance was confirmed.

## **VP FINANCE REPORT**

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

- Photos have been taken of all our facilities for insurance purposes and to check on the state of repair. Punichy ABE flooring is beginning to deteriorate and the Watrous office could use paint. These items will be included on the Preventative Maintenance Request this fall
- Cyber insurance is on the SBO agenda for discussion
- Cogent has offered to complete the Charitable annual return as it is included in their fees

### **Revenue and Expense Summary**

The VP Finance reviewed the revenue and expense summary. No change from the April report.

## **VP ADMINISTRATION REPORT**

The President and CEO presented the VP Administration's report and it was received for information.

## **OTHER**

### **Correspondence**

- May 3/19, from the Provincial Auditor's Office, regarding the Jun 30<sup>th</sup> Fiscal Year Audit.
  - It was noted that Cumberland, Great Plains and Southeast will be audited this year

**Next Board Meeting**

- June 25, 2019 – Regular Meeting at 9 a.m., Bella Vista Inn, Humboldt
- June 25, 2019 – Annual General Meeting - immediately following the regular meeting

**Information Items**

- Year-End Celebration Chart – attendance was confirmed

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

Motion 05-19-71: Jackson, that the meeting moves into an in-camera session at 11:15 a.m.  
Carried.

*CEO departed the meeting at 11:17 a.m.*

Motion 05-19-72: Dominguez, that the meeting moves back into regular session at 11:57 a.m.  
Carried.

**Adjournment**

Motion 05-19-73: Jackson, that the meeting adjourn at 11:58 a.m.  
Carried.

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Chairperson

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Recorder