

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office
Humboldt, SK
May 30, 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 and Recorder Sheri Ulrich

REGRET: VP Administration, Amy Yeager

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

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

9.1.1 Correspondence: May 24/17, from D. Boehm, re: Additional Year-End Reporting

Motion 05-17-64: MacLeod, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the April Board meeting was reviewed.

Motion 05-17-65: Winkel, that the April 24th Regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

Ministry Eyre was invited to the June Board meeting but has sent her regrets. The Minister's office will be providing possible dates for a visit.

Punnichy Training Centre Grand Opening

The Interim President and CEO reported that the grand opening is tentatively scheduled for November 2017. We are working with our indigenous partners for the naming and art project. We are awaiting a response to our grant application for the mural art project.

BOARD MEMBER REPORTS

Board Chairperson Report

The Board Chairperson reported that, with regret, he has received Mr. Hamlin's resignation letter from the Board effective April 2017. The Chairperson will forward a letter to the Ministry informing her of Mr. Hamlin's resignation.

Meeting date changes were discussed and it was consensus that Board members try their best to commit to the meeting dates set at the beginning of the year.

The Chairperson noted that he received a letter from the Cumberland College CEO regarding cost saving initiatives. The Interim President and CEO will pursue cost-savings, shared services and programming discussions with the CEO of Cumberland.

The Board Chairperson shared professional development opportunities with the other Board members. Board members interested in attending, please contact the Administrative Assistant.

INTERIM PRESIDENT AND CEO REPORT

Business Plan Update

The Interim President and CEO gave an update on the cost-saving staffing decisions as per the Business Plan.

Balanced Scorecard Report #3

The Interim President and CEO presented the balanced scorecard report and noted that many measures can not be measured until fall when the annual report is prepared. The upcoming year's BSC has been reworked to better align with the strategic plan and better articulate measures.

ERM and Key Indicators

The balanced scorecard risks and the over-arching risks will be updated and a dashboard created for the fall. The ERM maturity model was discussed and the self-assessment will be completed as a group by the Board at the June meeting, with the results being submitted to the Ministry by June 30th.

2017-18 Academic Calendar

The revised 2017-2018 academic calendar was received for information.

VP FINANCE REPORT

The VP Finance's report was reviewed and the following was noted:

- Windows and doors will be installed this week at the Punnichy Training Centre
- SBO meeting has now been scheduled for June 13 and 14
- Changes to the security system in our Wynyard location that is co-located with the K-12 school are nearing completion

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.

Jill Lees, Student Services Manager and Karen MacCarville, Student Advisor joined the meeting at 10:50 a.m.

Student Services Report

The Student Services Manager and Advisor presented their reports.

Ms. Lees and Ms. MacCarville departed the meeting at 11:25 a.m.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence

- May 18/17, from T. Bloor Cavers, re: ERM Maturity Model
 - The maturity self-assessment will be completed by the Board as a group and will be submitted to the Ministry by the June 30th deadline.
- May 24/17, from D. Boehm, re: Additional Year-End Reporting for 2017/18.

Next Board Meeting

- June 20th Regular and AGM Board meetings at 10 a.m., Punnichy
- The local auditor is unable to attend the scheduled September 26th Board meeting and will be invited to participate via teleconference.

Information Items

The following items were received for information purposes:

- March and April Payments
- The graduation list was reviewed and Directors confirmed their attendance

Committee of the Whole Discussions

Business Arising from C.O.W.

Audit and Risk

Prepare for Local Auditor

It was decided by the Board that the auditor would not be required to attend the June meeting this year for a pre-audit meeting. In addition, due to a scheduling conflict, the auditor would present the audited financial statements to the Board at the September Board meeting via teleconference.

Over the summer the Interim President and CEO will work on a question bank and focus items for use at pre-audit meetings.

Review Audit Assessment Tool

The Board reviewed the assessment tool that will be used after the audited financial statement are presented to assess the auditor this fall.

Recruitment

Recommendations for an Indigenous Board member candidate will be sought.

Human Resources

Board of Director's Improvement Plan

It was decided to forgo the Board evaluation for this year. The Interim President and CEO used the results of the November and March Governance Health Checks as well as items from last year's Board Improvement Plan to prepared a draft 2017-2018 Board Improvement Plan for review and discussion.

President and CEO Recruitment Update
Will be discussed in-camera.

The meeting recessed for lunch at 12 p.m.

In-Camera Session with the Interim President and CEO

Motion 05-17-66: Dominguez, that the meeting moves into an in-camera session at 12:30 p.m.
Carried.

The Interim President and CEO left the meeting at 12:50 p.m., was called back at 1:05 p.m. and left the meeting again at 1:20 p.m.

Motion 05-17-67: MacLeod, that the meeting moves back into regular session at 1:49 p.m.
Carried.

Motion 05-17-68: Winkel, that Ms. Romanyszyn-Cross will remain Interim CEO until such time that the permanent President and CEO contract is approved by the Minister. The remuneration will be at the current out-of-scope pay grid Level 9, Step 3.
Carried.

The Interim President and CEO was called back to the meeting at 1:40 p.m. and was given an update surrounding the President and CEO contract. The draft contract will be sent to the Ministry for approval.

Adjournment

Motion 05-17-69: Bergerman, that the meeting adjourn at 1:50 p.m.
Carried.

Chairperson

Recorder