

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
November 15, 2016 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod, Directors, Denis Bergerman, Leon Winkel, Roland Hamlin, Luz Marina Dominguez, President and CEO Ralph Troschke, VP Finance Andy Burgess, VP Academic Shelley Romanyszyn-Cross and Recorder Sheri Ulrich

REGRETS: VP Administration, Amy Yeager

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

AGENDA: The agenda was reviewed.

Motion 11-16-20: Bergerman, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the October 24, 2016 regular meeting were reviewed.

Motion 11-16-21: Winkel, that the October 24, 2016 regular meeting be approved as presented.
Carried.

BUSINESS ARISING

There was no business arising.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson, Director Winkel and the President and CEO attended the MLA Reception in Regina on October 31st. The Chairperson reported that the event was a good opportunity to connect with the MLAs and meet Minister Eyre.

The Chairperson noted that he received an email from the Ministry regarding our Board vacancy and our intentions on filling the seventh position. The Chair's response indicated that Carlton Trail plans to form an Aboriginal Advisory Council and hopes to identify a First Nation leader who would be interested in joining the Board.

Motion 11-16-22: Winkel, that the Board communicate to the Ministry the desire to retain Director Hepp for an additional two years and that he continues to be Board Chair.
Carried.

A letter will be drafted to communicate this request including the reasons of the uncertainty of transformational change and the transition of the new President and CEO.

PRESIDENT AND CEO REPORT

The President and CEO gave a verbal update:

- Attended the MLA reception
- Visited the One Arrow FN
- Met with the Ministry of Economy
- Attended a FN employment strategy workshop
- Attended the First Aid certification professional development staff event
- Has been asked to sit on the Humboldt Chamber of Commerce Board

Vice-Chairperson MacLeod joined the meeting at 10:15 am

2016 Annual Report

The President and CEO presented the 2016 Annual Report. It was noted that adjustments will be made to the FLEs and enrolments due to the Practical Nursing program being split over two fiscal years. Skills training and ABE full load equivalents, when compared to last year, have decreased slightly due to programming decisions. It was suggested to add pie charts to depict the activity level.

Motion 11-16-23: Winkel, that the Board approves the 2016 Annual Report, as presented, including minor changes as noted above.
Carried.

Balanced Scorecard 2015/16 Final Report and 2016/17 Report #1

The President and CEO presented the final BSC report as well as report #1. It was noted that the remaining BSC reports for the 2016/17 year will be changed. The difficult to measure items will be removed and the BSC simplified with less measures that are more measurable.

Enterprise Risk Management (ERM) Report

The President and CEO presented a sample ERM report and if this template is acceptable, it will be completed for the College and brought to the Board in December. A dashboard-type report will be included on each Board agenda under Committee of the Whole - Audit/Risk.

Policy and Procedure 1.2 Organization of the Board

The procedure was updated to include a list of committees and their duties. The committees are: Finance/Facility, Governance, Human Resources and Audit. The duties of each committee will form part of the continuous Board agenda under the “Committee of the Whole” discussion.

Motion 11-16-24: MacLeod, That the Board approves the revised Policy and Procedure 1.2 as presented.
Carried

Director Bergerman left the meeting at 10:50 am

VP FINANCE REPORT

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

First Quarter Detailed Variance Analysis

The VP Finance reviewed the first quarter variance analysis and it was received for information.

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.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence

- November 1, 2016, from Tammy Bloor-Cavers, re: Professional Director Certificate Program
- November 14, 2016, NORTEP Press Release

Next Board Meeting

- The next Board meeting will be on December 21, 2016 at 1:30 p.m., Bella Vista Inn, Humboldt, SK

Information Items

The following items were received for information purposes:

- September Payments
- Practical Nursing, Fri., December 9th in Watrous at the Civic Centre – will ask Director Bergerman if he is available to attend.
- Power Engineering 3rd Class, Wed., December 21st in Humboldt at the Bella Vista – no Director is available to attend
- 2017 CICan Conference in Ottawa April 30 – May 2, 2017

Committee of the Whole Discussions

Finance - Budget Restraint Measures

The budget restraint submission to the Ministry on October 31st was reviewed for information.

Director Bergerman joined the meeting at 11:50 am

Auditor

The annual audit assessment summary was reviewed and discussion ensued regarding the current auditor's contract. The VP Finance presented a chart detailing other Regional College's audit services. It was decided to further discuss the auditor contract in camera.

Governance – Board Health Check

The Directors were asked to complete the Health Check and the results will be compiled and brought the December Board meeting for discussion.

Recruitment - Board Composition Profiling Tool

The composition profiling tool was reviewed. It was decided that each Director will complete the template and the results will be discussed at the January meeting.

Business Arising from C.O.W.

None

The meeting recessed for lunch at 12:20 p.m.

Roundtable

- Meeting exit summary was completed and given to the Chairperson

In-Camera Session with the VP Finance

Motion 11-16-25: Dominguez, that the meeting moves into an in-camera session at 12:55p.m.
Carried.

The VP Finance left the meeting at 1:10 p.m.

The President and CEO re-joined the meeting at 1:30 p.m. and left again at 2:10 p.m.

Director Dominguez left the meeting at 2:00 p.m.

Motion 11-16-26: Winkel, that the meeting moves back into regular session at 2:44 p.m.
Carried.

Adjournment

Motion 11-16-27: Bergerman, that the meeting adjourn at 2:45 p.m.
Carried.

Chairperson

Recorder