

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
November 26, 2019 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Adrienne Jackson, Directors Sommer MacLeod, Gordon Lees, Sandy Flory, Shaun Haskey, Evan Doecker, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager and recorder Sheri Ulrich

TO ORDER: The Chairperson called the meeting to order at 10:07 a.m.

AGENDA: The agenda was reviewed.

Motion 11-19-20: Jackson, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the October 22, 2019 regular meeting were reviewed.

Motion 11-19-21: Flory, that the minutes from the October 22, 2019 regular meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- Nov 5 met with CEO to review the CEO evaluation
- Attended Board Chair/CEO (ASRC) meeting on November 20, 2019
 - A Terms of Reference has been drafted for ASRC.
 - ASRC expenses will be shared among the 7 regional colleges
 - The Deputy Minister will be invited to each meeting as well as the Minister when required
 - Presidents and Chairs have been invited to meet with the Minister on December 12th to review the updated Plan for Growth 2020-2030
 - Link to document will be emailed to the Board for information
 - Ministry will be hosting a session in March 2020 geared to both philanthropic and non-philanthropic revenue generation. The session will be for staff.

COMMITTEE REPORTS

Finance/Audit Committee

- Update from today's meeting
 - 2019/20 Chair: Director Jackson
 - Annual Report: *see President and CEO Report*
 - Major Capital, Equipment Renewal & Preventative Maintenance & Renewal Expenditure Report Approval

Motion 11-19-22: Doecker, that the Board approves the Major Capital, Equipment Renewal & Preventative Maintenance and Renewal Expenditure report as presented.
Carried.

- **Audit Assessment Results:** The summary of responses was reviewed, and the absence of risks and opportunities were noted. VP Finance will be meeting Cogent in December and will identify the expectation to focus on risks and opportunities for the June 2020 audit. This will also be discussed at the pre-audit meeting with the auditor in May. VP Finance provided background information surrounding the tendering process to clarify audit cost effectiveness.
- **IRCC Agreement:** a new multi-year agreement is being negotiated with IRCC that funds our ESL program. Following the signing matrix policy, this agreement exceeds the \$250,000 threshold and requires Board approval.

Motion 11-19-23: Jackson, that the Board authorize the CEO, the VP Finance or the VP Administration to sign the multi-year agreement with Immigration, Refugees and Citizenship Canada (IRCC) to provide English Language Training.
Carried.

An update on the agreement status will be given at the January meeting.

Governance & HR Committee

- **October 22 Meeting Minutes** – the Committee Chair reviewed the minutes and they were received for information
 - Board Work Plan Update #1 – received for information
 - Matrix is completed ready for recruitment and to identify professional development opportunities
 - PD – Enterprise Risk Management, financial statement training as well as a presentation surrounding mental health and what the College has for supports will be a part of the January PD Board event
 - Board orientation is scheduled for December 2
- **Action Plan on Governance Accountability (APAG) Questions** - the response to the questions were discussed and confirmed. The President and CEO will submit the response to Advanced Education.
 - add Board Chair succession planning to question #4
- Next Meeting April 28, 2020

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report and it was received for information.

- CEO Council: provided an update on the coalition

2018/19 Annual Report

The President and CEO reviewed the Annual Report and noted the concise messaging and great eye appeal.

Motion 11-19-24: Haskey, that the Board approves the 2019 Annual Report as presented.
Carried.

ABE and Student Services Report

Rachel Trann, ABE and Student Services Manager joined the meeting at 11 a.m. and presented her report.

Ms. Trann departed the meeting at 11:30 a.m.

Balanced Scorecard 18/19 Final and 19/20 Report #1

The President and CEO reviewed the balanced scorecard data noting those items that continue to require attention.

The meeting recessed for Lunch at noon

ERM Report 18/19 Final and 19/20 Report #1

The President and CEO reviewed the ERM data including the addition of risk #12: safety of students, staff and clients. It was agreed to include risk #12. It was suggested to further deconstruct the risks with a residual score in the yellow and red zones to show what actions has been taken to mitigate the risk and giving the Board the opportunity to comment on what more can be done. The tool used to calculate the inherent and residual risk will be shared with the board for additional information.

Managers' Report

The Managers' report was reviewed by the CEO. It was noted that Carlton Trail has been approached by Sask Polytechnic to partner in a federal trades training project.

Student Awards/Scholarship Event - December 4th, 5 pm in Humboldt at the Bella Vista Inn

The Chair volunteered to attend the scholarship event and bring greetings on behalf of the Board.

Board member orientation has been scheduled for Monday, December 2nd at 9 am at the College office.

VP FINANCE REPORT

VP Finance Report

The VP Finance's report was reviewed and discussed.

- TATC Labour Force Development and TATC Pre-Employment Support Program are renting space in the Punnichy Four Winds Learning Centre basement

The Revenue and Expense Report – reviewed and received for information.

VP ADMINISTRATION REPORT

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

- Phishing education will be looked at for staff and eventually students
- After testing and staff roll-out, the new unmanaged and managed device protocol will be brought to the Board for discussion and possible implementation for Board member devices
- A tentative agreement has been reached with bargaining; ratification by the Board will be required in January

OTHER

Correspondence

- Oct. 22/19, from Mr. McLoughlin, re: Budget Follow-up Reporting – response will be shared with the Board
- Oct. 29/19, email from Mr. McLoughlin, re: Charitable Status
- Nov. 4/19, from Cogent Chartered Professional Accountants, re: Transitioning to Grant Thornton

Next Meeting

- No December meeting scheduled
- January 28/20 – Regular meeting 9 am, PD event immediately following the meeting, Bella Vista Inn, Humboldt

Information Items

- Oct. 24/19 Media Release: CTC Announces Registered Charity Status
- SK Industry West article: Learn Where You Are: Regional Colleges Support Rural Student and Industry

In-Camera Session with the President and CEO

Motion 11-19-25: Jackson, that the meeting moves into an in-camera session at 1:43 p.m.
Carried.

CEO left the meeting at 2:02 p.m.

Motion 11-19-26: Lees, that the meeting moves back into regular session at 2:10 p.m.
Carried.

Adjournment

Motion 11-19-27: MacLeod, that the meeting adjourn at 2:12 p.m.
Carried.

Chairperson

Recorder