

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the Bella Vista Inn  
Humboldt, SK  
November 27, 2018 at 9:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Directors, Denis Bergerman, Luz Marina Dominguez, Evan Doecker, Adrienne Jackson, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager and Recorder Sheri Ulrich

**Regrets:** Vice Chairperson, Sommer MacLeod

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

**AGENDA:** The agenda was reviewed.

Motion 11-18-24: Doecker, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the October 30, 2018 regular meeting were reviewed.

Motion 11-18-25: Dominguez, that the minutes from the October 30, 2018 regular meeting be approved as presented.  
Carried.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

##### Shared Leadership Task Force Update

The Board expressed their concern surrounding the delayed Ministerial response to the Task Force final report. The Chairperson will send a letter to Mr. McLoughlin, Deputy Minister, and ask for a status update.

### **COMMITTEE REPORTS**

It was noted that the committees will do the 'deep dives' and have detailed discussions at their meetings and the committee chair will provide a verbal report to the Board at regular meetings.

#### Governance Committee

- *Board Work Plan Update #1* – received for information
- *Recruitment Update*
  - Deadline for applications is November 30<sup>th</sup>
- *Next meeting December 11, 2018*

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

- *November 21, 2018 FAR Committee meeting minutes* – reviewed by the Chair
- *FAR Committee Terms of Reference* – reviewed by the Chair
  - The FAR committee will meet a minimum of 4 times per year with a schedule to coincide with financial requirements
- Director Jackson volunteered to join the committee

Motion 11-18-26: Jackson, that the minutes of the Finance/Audit/Risk Committee, including the updated Terms of Reference, be approved as presented.  
Carried.

### **PRESIDENT AND CEO REPORT**

#### **President and CEO Update**

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

- CEO meeting planned for tomorrow will be held via teleconference due to inclement weather
  - Agenda items include: SaskPoly brokerage and college boundaries - program delivery requiring ministry approval
- APAG – Action Plan on Accountability and Governance – awaiting the date of the Ministry’s visit
- Scholarships – delivering \$36,500 to 44 recipients on December 6<sup>th</sup> in Humboldt
- Skills Training Manager will be retiring in December 2018 – currently looking at staffing options
- SLT and the managers attended Executive Leadership Internal Training (Elite) - continuous improvement focus
- October Board orientation – the new Board members noted that the information provided good background and that the timing was right – helpful to have attended a few meetings and to have attended the Governance training

#### **2017-2018 Annual Report**

The President and CEO reviewed the Annual Report noting the inclusion of the balanced scorecard and the addition of charts and photos.

Motion 11:18-27: Bergerman, that the Board approves the 2017-2018 Annual Report as presented.  
Carried.

#### **Balanced Scorecard/ERM Report**

The President and CEO presented the final 2017-2018 report as well as the first quarter report of the Balanced Scorecard.

- Increase of participation rate of Indigenous students was noted along with a decrease of graduate rate
- Strategic enrolment plan – all pieces are done but need to be tied together – hope to be a focus this fiscal year
- Noted the extremely low staff absenteeism rate of 2.86%

The Enterprise Risk Management report of the over-arching risks for the 17/18 final report as well as the first report of 2018-19 was presented by the CEO.

- The ERM rating worksheet will be reviewed by the FAR committee, in particular #4 rating may need to be increased and the risk that was deleted will be reviewed as well.

### **Managers' Report**

The CEO reviewed the Managers' report.

*Guests: Rosalie Ronellenfitsch, Skills Training Manager, joined the meeting at 10:30 a.m.*

### **Skills Training Report**

Rosalie Ronellenfitsch, Skills Training Manager, presented her report. The Board wished Rosie, upon her retirement, all the best in her future endeavours.

*Ms. Ronellenfitsch departed the meeting at 10:40 a.m.*

### **Emergency Response Plan**

The Emergency Response Plan was reviewed by the CEO. It was noted that fire drills and lock down drills are practiced in each location throughout the year.

### **February Strategy Day**

- The President and CEO noted that the Aboriginal awareness session, tentatively scheduled for Feb. 14<sup>th</sup>, has been cancelled due to bargaining commitments as well as, to be cost effective, we may look into involving staff at a later date.
- After discussion, it was decided to have our insurance broker do a one-hour presentation on compliance and Directors/Officers insurance and the other half day would be dedicated to a strategic discussion on how to increase the College's sustainability and moving the College forward in light of the Province's new direction.
- A February date will be selected using a Doodle poll

**Post Secondary Education Indicators Project October Newsletter** – received for information.

## **VP FINANCE REPORT**

### **VP Finance Report**

The VP Finance's report was reviewed and discussed.

- The tender for vehicles close tomorrow. A SUV and truck will be purchased. It was suggested that the College sends a request for tender to all dealers in our region
- Capital plan for the Ministry is due end of December

### **Detailed Variance Analysis – 17/18 1st Quarter**

The VP Finance presented the variance analysis as of September 30<sup>th</sup>.  
The variance analysis will be moved to the FAR Committee agenda.

### **Revenue and Expense Summary**

The VP Finance reviewed the revenue and expense summary. This report will stay on the regular Board agenda.

### **Income Statement and Balance Sheet**

The VP Finance reviewed the October income statement and balance sheet.  
This report will be moved to the FAR Committee agenda.

The VP Finance handed out the financial quarterly report as submitted to the Ministry – this report will be included on the regular Board agenda.

### **VP ADMINISTRATION REPORT**

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

### **OTHER**

#### **Next Board Meeting**

- December 18, 2018 – Regular Meeting, 9:00 a.m., Bella Vista, Humboldt, SK
  - Christmas Lunch was moved to Johnny's Bistro

#### **Information Items**

- Year End celebration chart – Directors confirmed their attendance

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

Motion 11-18-28:       Dominguez, that the meeting moves into an in-camera session at 11:20 a.m.  
Carried.

*CEO left the meeting at 11:35 a.m.*

Motion 11-18-29:       Jackson, that the meeting moves back into regular session at 11:42 a.m.  
Carried.

### **Adjournment**

Motion 11-18-30:       Bergerman, that the meeting adjourn at 11:43 a.m.  
Carried.

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Chairperson

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Recorder