

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
November 28, 2017 at 9:00 a.m.**

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

REGRETS: Vice Chair, Sommer MacLeod

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

AGENDA: The agenda was reviewed.

Motion 11-17-19: Winkel, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the October 26, 2017 Regular Meeting were reviewed.

Motion 11-17-20: Bergerman, that the October 26, 2017 Regular Meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson noted that the Minister's office called regarding Board recruitment and Director MacLeod's reappointment. We are awaiting a response to our September 26th letter to the Minister regarding Board recruitment and reappointment.

The Chair and Vice Chair attended the November 8th governance workshop.

PRESIDENT AND CEO REPORT

President and CEO Update

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

- CEO Council Meeting
 - Praxis economic impact study will be complete and ready for distribution at the MLA reception on December 4
 - transformational change was the Ministry of Advanced Education's focus of discussions and the Ministry of Economy focussed on student outcomes and increased accountability
 - Budget 2018 set for March 22nd
- Scholarship Awards Night – December 6th - Chairperson will attend and bring greetings on behalf of the Board

MLA Reception

The President and CEO reviewed the agenda for the December 4th MLA Reception. The key advocacy messages as well as a color-coded map of the constituencies in the College region were received for information.

2016/17 Annual Report

The President and CEO presented the 2016/17 Annual Report. Noted the decrease in institute credit programming and the new inclusion of the Scholarship Awards Program. The color photos and graphs added visual appeal.

Motion 11-17-21: Bergerman, that the Board approves the 2016/17 Annual Report as presented.
Carried.

Balanced Scorecard/ERM Report

The President and CEO reviewed the final 2016/17 BSC report as well as the first report for 2017/18. It was noted that the BSC was reorganized and measures were updated for this year. Discussed the possibility of creating a heat map to create a one-page snapshot. May look at decreasing the number of measures. It was noted that staff are made aware of their objectives and measures that they are responsible for or contribute to.

The Enterprise Risk Management report was reviewed and it was noted that the heat gauges clearly depicts the risk values.

Strategic Planning Session

The draft agenda for the February 6th session with Laura Soparlo was reviewed. The President and CEO will have a discussion with Laura Soparlo regarding the number of measures identified in the BSC and whether there are too many. Heat map development is underway for BSC.

Punnichy Training Centre Grand Opening

Plans are underway for the December 8th official naming and grand opening of the Punnichy training centre which now includes a pipe ceremony. The media advisory was shared with the Board. All Board members were encouraged to attend the event. A media release will go out immediately after the event.

Managers' Report

The President and CEO presented the Managers' Report.

VP FINANCE REPORT

VP Finance Report

The VP Finance's report was reviewed and the following items were added:

- Electrician facility in Watrous has been vacated and the College purchased the equipment. That equipment plus the purchase of some new pieces will be used for the Punnichy Electrician program.
- The SBOs are looking at developing an equipment/supplies tender template

Revenue and Expense Summary

The VP Finance reviewed the revenue and expense summary. A major update will be made to this report for the December meeting.

Ministerial Quarterly Report

The quarterly financial report that was submitted to the Ministry was shared with the Board.

Detailed Variance Analysis Report #1

The VP Finance reviewed the variance analysis for the time period July 1 – September 30/17.

VP ADMINISTRATION REPORT

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

Motion 11-17-22: Dominguez, that the meeting moves into an in-camera session at 11:05 a.m.
 Carried.

Motion 11-17-23: Winkel, that the meeting moves back into regular session at 11:35 a.m.
 Carried.

OTHER

Correspondence

- October 27/17, from Minister Doherty, re: Violence Prevention
 - The College policy will be reviewed annually to ensure our policy follows the provincial/national guidelines

Next Board Meeting

- December 19, 2017 – Regular Meeting at 9 a.m., Humboldt, SK - special Christmas lunch
- January 30, 2018 – Regular Meeting at 9 a.m., Humboldt, SK
- February 6, 2018 – Special Strategic Planning Meeting at 9 a.m., Humboldt, SK

Information Items

The following items were received for information purposes:

- September Payments
- PE 3rd Class year-end celebration, December 21st at 5 p.m. in Humboldt – Director Bergerman will attend

Committee of the Whole Discussions

Business Arising from C.O.W.

Auditor and Risk

The VP Finance presented the draft tender for audit services. The tender will be placed on the SaskTenders website, the College website as well as in local newspapers. It was decided to schedule a special Board meeting on January 16th in Humboldt to review the tenders. If needed, proposal presentations will be done at the January 30th Regular Board meeting at which time the tender will also be awarded. The proposals will be submitted to the Board Chairperson.

The meeting recessed for Lunch at 12:05 p.m.

The meeting resumed at 12:40 p.m.

Governance

- Governance Health Check - will be completed by the Board members and the results will be discussed at the December meeting.
- Board Improvement Plan – the 2017-2018 improvement plan was presented and the items that need attention were discussed.
- PD Opportunities – Conference Board of Canada December 4th webinar “The Importance of a Robust Ethics and Compliance Program: Getting the Board on Board”. Director Dominguez asked to be registered.

Recruitment

We still are awaiting a response to the letter sent to the Ministry requesting Director MacLeod’s term be extended and advising the Ministry that the College will begin the process of recruitment. The letter also noted that the priority will be to fill the two vacant positions prior to the replacement of the two experienced Board members.

The updated Board Recruitment Policy as well as the results of the skills matrix were reviewed and discussed.

Motion 11-17-24: Winkel, that the Board approves the updated 1.17 Board Recruitment policy as presented.

Carried.

The skills matrix results were reviewed. The recruitment ad will be brought to the December Board meeting for approval and will be posted early in the New Year.

In-Camera Session with the President and CEO

Motion 11-17-25: Winkel, that the meeting moves into an in-camera session at 12:44 p.m.
Carried.

Motion 11-17-26: Dominguez, that the meeting moves back into regular session at 1:00 p.m.
Carried.

Adjournment

Motion 11-17-27: Bergerman, that the meeting adjourn at 1:01 p.m.
Carried.

Chairperson

Recorder