

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the Humboldt and District Chamber of Commerce Office  
October 15, 2015 at 9:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Directors, Denis Bergerman, Leon Winkel, Roland Hamlin, Sommer MacLeod, President and CEO, Ivan Yackel, 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 and agenda item 10.4 was moved after 10.6.

Motion 10-15-182: MacLeod, that the agenda be approved as amended.  
Carried.

### **MINUTES**

The minutes from the September 14<sup>th</sup> regular meeting were reviewed and Director Hamlin was removed from the participant list.

Motion 10-15-183: Hamlin, that the September 14, 2015 regular meeting minutes be approved as amended.  
Carried.

### **BUSINESS ARISING**

#### **Auditor Evaluation Information for Discussion**

The audit evaluation process was discussed.

- importance of trust was noted
- auditor needs to be proactive and comfortable in interacting with the Board
- how to evaluate an audit or auditor – possible PD for Directors from ASRC or AE

The President and CEO and VP Finance will create a draft evaluation for review at the November meeting. It was suggested that the auditor be evaluated annually and that the tool used for evaluation be shared with the auditor so they are aware of the Board priorities and expectations.

All communication from the Auditor in 2015, that has not been shared with the Board in prior meeting packages, will be included in the November Board package.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

The Board Chairperson has a University of Regina Senate meeting on October 16<sup>th</sup>. A committee has been struck to research keeping, dissolving and exploring alternatives or modifications to the invocation. Its findings will be presented at the February Senate meeting when it will be decided how to proceed.

### **ASRC UPDATE**

The Chairperson and the President and CEO will be attending the upcoming ASRC meeting in November where the future of ASRC will be discussed and decided.

Motion 10-15-184:      Winkel, that the Board authorize the Chair to vote in favour of the dissolution of the ASRC unless he is convinced at the November 19, 2015 meeting that significant steps will be undertaken to more fully realize the potential of this organization.  
Carried.

### **PRESIDENT AND CEO REPORT**

#### **College Newsletter**

The Trail Blazer publication replaces our “CEO Newsletter” and “College Update”. The Trail Blazer is emailed to our partners, local media, staff and Board on a monthly basis.

#### **Brown Governance Current State Inventory Meeting/Minister Visit October 1, 2015**

On October 1<sup>st</sup> the Board of Directors, the President and CEO and the VP Administration met with Advanced Education representatives to discuss APAG, Director PD, Strategic Planning and Board Recruitment. At noon, Minister Scott Moe and Minister Donna Harpauer joined the group for a meet and greet lunch. A tour of the Humboldt Education Centre and the welding shop followed.

Items of note:

- Clarification of non-auditor services – disclosure from auditor required
- Carlton Trail College was congratulated for following the provincial mandate as well as the Act and Regulations
- Paper trail requested for committee work – include Committee of the Whole and outcomes on each agenda
- Requested that the strategic plan and balanced score card be presented as a separate item on our website
- More good news stories in local media and press releases was encouraged

#### **Remembrance Day Wreath Laying Discussion**

Board members are encouraged to attend the local November 11<sup>th</sup> services and lay a wreath on behalf of the College. Director Winkel will attend the Humboldt service, Director Dominguez the Wynyard service and Director Hamlin the Watrous service.

#### **Literacy Funding Agreement**

The President and CEO was pleased to report the College has been approved for \$50,192 in literacy funding.

**President and CEO Search - *to be discussed under 10.4 C.O.W. \* Human Resources***

## **OTHER**

### **Correspondence**

- Sept. 29/15, to Minister Moe Re: Punnichy Church
- Sept. 23/15, to EJC Dudley & Co., Re: Yellow Quill Write-Off
- Sept. 22/15, from EJC Dudley & Co. to Provincial Auditor re: Financial Statements
- Sept. 21/15, to Minister Moe Re: Sexual Assault Policy

### **Next Board Meeting**

- The November meeting was rescheduled to Friday, November 20, 2015 at 9 a.m. in Humboldt at the Humboldt and District Chamber of Commerce Boardroom.

### **Information Items**

The following items were received for information purposes:

- August Payments were distributed
- iMii The Minerals Report
- Primary Care Paramedic Grad, November 25<sup>th</sup>, 5 p.m. in Humboldt. Director MacLeod or Winkel volunteered to attend.

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

Motion 10-15-185:      Bergerman, that the meeting moves into an in-camera session with the President and CEO at 10:30 a.m.  
Carried.

The Chairperson called the meeting back into regular session at 11:05 a.m.

*The remaining members of the SLT joined the meeting.*

## **VP FINANCE REPORT**

The Director of Finance's report was reviewed and the following items were noted:

- Confirmed Horizon School Division's insurance included the welding shop liability.
- VP Finance will confirm insurance coverage for Directors when driving College-owned vehicles.
- Punnichy Church – confirmed yearly operating costs with AE. Hope to hear by the end of November with regards to purchase.
- Starting to use the new policies and procedures, appreciate the clear policies to follow.

### **Revenue and Expense Report**

The VP Finance reviewed the revenue and expense report and it was received for information.

## **VP ACADEMIC REPORT**

The VP Academic's report was received for information.

*Guests: Orfi Yturralde, Educational Technologist and Jami Silzer, IT Support, joined the meeting at 11:30 a.m. and presented the IT Report. (Gord Dell, Information Technologist was not available to attend.)*

*The meeting recessed for lunch and resumed at 1:20 p.m.*

### **VP ADMINISTRATION REPORT**

In the absence of the Director of Administration, the CEO and President presented her report, including the 2015-2016 Staff Plan.

### **Committee of the Whole Discussions**

#### **Business Arising from C.O.W.**

#### **Audit**

Motion 10-15-186: Dominguez, that President and CEO and the VP Finance develop a draft template for the evaluation of the auditor and bring it to the Board meeting in November for discussion.

Carried.

The Board will be provided with copies of any correspondence from our auditor since January 1, 2015 which may not have already been placed in a Board meeting package.

#### **Recruitment**

Motion 10-15-187: Winkel, that the May or June Board meeting be held at the Equestrian Centre on the One Arrow First Nation and that the Chief and Council be invited to lunch with the Board and staff.

Carried.

#### **Human Resources**

The President and CEO distributed Recruitment/Selection/Interview Criteria for the President and CEO recruitment that includes staff input from the staff start-up meeting.

The President and CEO reviewed the advertising strategy, process for review of resumes and the interview process.

It was decided that:

- The Directors will be asked to determine qualities/criteria of a candidate that are most important to them at the November meeting.
- Selection criteria for the new President and CEO be an agenda item for the November meeting.
- Prior to the November meeting, possible selection criteria be distributed to Board members for their completion and reflection.
- The advertisements for President and CEO be placed in early November.

#### **Roundtable**

none

**In-Camera Session without the President and CEO**

Motion 10-15-188: Hamlin, that the meeting moves into an in-camera session without the President and CEO at 2:07 p.m.  
Carried.

The Chairperson called the meeting back into regular session at 2:35 p.m.

**Adjournment**

Motion 10-15-189: Bergerman, that the meeting adjourn at 2:40 p.m.  
Carried.

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Chairperson

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Recorder