

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
October 22, 2019 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Directors, Sommer MacLeod, Evan Doecker, Gordon Lees, Sandy Flory, Shaun Haskey, President and CEO Shelley Romanyszyn-Cross, Recorder VP Administration Amy Yeager

REGRETS: Vice Chair Adrienne Jackson, VP Finance Andy Burgess

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

AGENDA: The agenda was reviewed.

Motion 10-19-15: Doecker, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the September 24, 2019 regular meeting were reviewed.

Motion 10-19-16: McLeod, that the minutes from the September 24, 2019 regular meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- Attended Public Sector Risk Management training in Regina
- FAR Committee will need to address RISK appetite; RISK tolerance
- Attending upcoming Board Chair and CEO meeting on November 20, 2019 (ASRC)

In-Camera Session with the President and CEO

Motion 10-19-17: Flory, that the meeting moves into an in-camera session at 10:07 a.m.
Carried.

Motion 10-19-18: MacLeod, that the meeting moves back into regular session at 10:15 a.m.
Carried.

Guests: Tammy Bloor Assistant Deputy Minister Sector Relations; Mike Pestill Executive Director, Technical & Trades Branch; and, Bond Ferguson Director, Technical and Trades Branch, joined the meeting at 10:30 a.m.

Action Plan on Accountability and Governance (APAG)

Discussion included all key areas as indicated below as well as Board orientation.

- Sustainability and Accountability
- Governance
 - Role of Board Members
 - Succession Planning
 - Board Evaluations
 - Orientation/Governance Manual
- Multi-Year Business Plan
- Brokerage Model
- APAG Review
 - The response to the four questions will be discussed by the Board at the November meeting and will be sent to the Ministry.

Guests departed the meeting at 12:30 p.m.

COMMITTEE REPORTS

Finance/Audit Committee

- *September 24, 2019 Finance, Audit & Risk (FAR) Committee meeting minutes* – reviewed by the committee Chair and received for information
- *Next Meeting November 26, 2019*

Governance & HR Committee

Meeting to follow immediately after October 22, 2019 Board meeting.

- *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.

Managers' Report

The Managers' report was reviewed by the CEO.

Program Update

The program update listing all programs/courses that have started between July 1 and October 8th was received for information.

Christmas Discussion

It was decided to have Christmas lunch at November 26, 2019

Remembrance Day

A wreath and/or donation will be made to the Legion in Humboldt, Wynyard and Nokomis/Watrous. Director Jackson volunteered to attend the Wynyard Remembrance Day service and Director Flory will attend the Humboldt service.

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

Graduation Dates

Hold the following dates for Graduations on Tuesday, May 26, 2020 in Humboldt, May 27, 2020 in Punnichy

VP FINANCE REPORT

VP Finance Report

The VP Finance's report was reviewed and discussed.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence

- October 1, to October 25, 2019 – Media Release – *Carlton Trail College Needs Assessment Project Regional Needs Assessment Employer Survey*

Adjournment

Motion 10-19-19: MacLeod, that the meeting adjourn at 12:30 p.m.
Carried.

Chairperson

Recorder