

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office, Room #151
Humboldt, SK
October 24, 2016 at 9:00 a.m.**

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

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

AGENDA: The agenda was reviewed and the following were added:
5.8 Punnychy Training Centre
9.3.2 December Graduation Attendance

Motion 10-16-12: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the September 27, 2016 regular meeting were reviewed.

Motion 10-16-13: Bergerman, that the September 27, 2016 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

There was no business arising.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson reported that he attended the Leadership Forum as well as the Brown Governance training in Saskatoon. He gave a report on the University of Regina Senate meeting and noted that the University has implemented a new extensive student retention plan and might be a good resource for our College.

PRESIDENT AND CEO REPORT

The President and CEO gave a verbal update:

- Speaking bullets for the upcoming MLA reception will be shared with the Board later this week
- Updated the Board on the various internal and external community meetings
- Attended the CIGan Fall Forum in Ottawa which included a MP networking reception
- Attended the Sask Post-Secondary Technical Institute Council meeting where the topic of transformational change was discussed
- Indigenization – we will be working on our own Indigenous Strategy. A media event will be organized in early spring where the CIGan's Indigenous Education Protocol for Colleges and Institutes will be signed.
- Attended the first regularly scheduled Management and Union meeting. A terms of reference has been developed.

President and CEO 9-month Plan

The President and CEO presented his 9-month plan and it was received for information.

Strategic Goals Tactics for 2016-2017

The President and CEO presented a chart detailing goals, tactics and action items.

Davidson Office Closure Process

The process of closing the Davidson office was reviewed. It was noted that it is very important to prepare the community ahead of time and be cognizant of the services being lost or reallocated.

Policy Housekeeping Updates

The President and CEO noted that following housekeeping changes for the policies and procedures are being proposed:

- addition of a 3-5 year rotation review date
- change of all references of Senior Leadership Team (SLT) to Executive Team as well as the Senior Leadership Management Team (SLMT) to Management Team.

Motion 10-16-14: Winkel, that the Board gives approval to policy and procedure housekeeping changes as presented.
Carried.

Remembrance Day Arrangements

Remembrance Day wreaths will be purchased and Board members confirmed their attendance at the local Remembrance Day services.

Christmas Celebration

The President and CEO proposed a later start to the December Board meeting with an evening Christmas meal. Spouses will be invited to attend. It was also decided to move the December meeting to Wednesday, December 21st.

Meeting with Advanced Education

The agenda for the afternoon, as well as the proposed key indicators for Reporting on the Action Plan on Accountability and Governance, was reviewed. The Board supported the idea of the President and CEO re-writing our strategic goals so that they are aligned with the Advanced Education's 5 expectations. CEO plans to present a new Enterprise Risk Management system to the Board at an upcoming meeting.

Punnichy Training Centre

It was suggested to engage the First Nation community in the naming of the Punnichy training centre and the classrooms. The grand opening ceremony will include First Nation guests and will incorporate indigenous protocol into the program.

VP FINANCE REPORT

The VP Finance's report, including a quarterly report requested by Advanced Education detailing the budget compared to forecast and the variance, was received for information.

The revenue and expense report was reviewed and received for information.

VP ACADEMIC REPORT

The VP Academic's report was reviewed and received for information. The VP Academic presented an enrolment comparison as well as the "Helping Tree" – a resource for students that lists various agencies with their contact information. The VP Academic noted that a "dash board" type program report is currently being investigated.

VP ADMINISTRATION REPORT

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

Next Board Meeting

- The next Board meeting will be on November 15, 2016 at 9 a.m., Bella Vista Inn, Humboldt, SK

Information Items

The following items were received for information purposes:

- August Payments
- Practical Nursing graduation, Friday, December 9th in Watrous
- Power Engineering 3rd Class graduation, Wednesday, December 21st in Humboldt at the Bella Vista – will be brought to the November meeting to confirm Board member attendance.

Committee of the Whole Discussions

Business Arising from C.O.W.

Finance - Budget Restraint Measures

- The VP Finance reviewed the Ministry's potential reduction template. The items listed on the June 2016 detailed submission will be added to the chart. The updated chart will be included in the November Board package.
- The VP Finance noted that budgeting for 2017-2018 will begin early to work on the anticipated budget cuts.

Auditor

- The current auditor's contract was discussed and the Board members were asked to complete the annual audit assessment. The results of the assessment will be included in the November agenda package.
- It was suggested to form an Audit committee to work closely with the auditor to ensure the quality of the audit and increased communication.
- The continuation of the current contract will be decided at the November meeting after the review of the annual assessment.
- The VP Finance will research what other Colleges pay for audit services and who they contract with as well as provide a list of businesses that would be eligible to offer audit services in the Carlton Trail region.

Recruitment - Board Vacancies

- Recruitment and Board appointment dates were discussed.
- The competency list for Chairs was received for information.
- Director Dominguez distributed a tool for the development of a competency matrix for Board member recruitment.

Roundtable

- Meeting exit summary was completed and given to the Chairperson.

In-Camera Session with the President and CEO

Motion 10-16-15: Bergerman, that the meeting moves into an in-camera session at 11:56 a.m.
Carried.

Motion 10-16-16: MacLeod, that the meeting moves back into regular session at 12:08 p.m.
Carried.

The meeting recessed for lunch with Advanced Education representatives: Mike Pestil, Marcel Michaud and Natalie Shorten

The meeting resumed with the Ministry guests presenting on the following:

- Five expectations for the post-secondary sector and what this means for governance at regional colleges
- Discussion on June 30, 2016 Current State Inventory Report and college plans for continuous governance improvement
 - Terms of Reference is required for the functions of the Committee of the Whole
 - Need to work on our internal audit functions
- Reporting expectation and requirements: proposed format and Key Indicators for Reporting

The Ministry guests departed the meeting at 1:45 pm

In-Camera Session without the President and CEO

Motion 10-16-17: MacLeod, that the meeting moves into an in-camera session at 1:50 p.m.
Carried.

Motion 10-16-18: Bergerman, that the meeting moves back into regular session at 2:00 p.m.
Carried.

Adjournment

Motion 10-16-19: Bergerman, that the meeting adjourn at 2:01 p.m.
Carried.

Chairperson

Recorder