

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
October 26, 2017 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod, 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

TO ORDER: The Chairperson called the meeting to order at 9:03 a.m.

AGENDA: The agenda was reviewed.

Motion 10-17-11: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

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

Motion 10-17-12: Winkel, that the September 26, 2017 Regular Meeting be approved as presented.
Carried.

BUSINESS ARISING

Strategic Planning

The President and CEO confirmed that Laura Soparlo will facilitate a strategic planning session scheduled for February 6th. Possible topics noted by the Board members included transformational change, enterprise risk management and indigenization all of which affects strategic planning. The President and CEO will bring a draft agenda to the November meeting for discussion and review.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson attended the University of Regina Senate meeting on October 20 and provided highlights.

VP FINANCE REPORT

VP Finance Report

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

- met with HZSD IT and confirmed the use of chrome books and classroom space for ESL training
- welding shop roof has been repaired due to wind damage from the recent storm

Revenue and Expense Summary

The VP Finance reviewed the revenue and expense summary.

Facility/OH&S Report

In the absence of the Facilities Technician, the VP Finance presented the Facility/OH&S report.

VP ADMINISTRATION REPORT

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

Motion 10-17-13: Winkel, that the meeting moves into an in-camera session at 9:56 a.m.
Carried.

Motion 10-17-14: Bergerman, that the meeting moves back into regular session at 10:07 a.m.
Carried.

Ministry of Advanced Education Guests

Marcel Michaud, Tammy Bloor-Cavers and Mike Pestil from the Ministry of Advanced Education joined the meeting at 10:30 a.m. and the following were discussed:

- Five expectations for the post-secondary sector with a focus on sustainability
 - Noted that the Punnichy Training Facility project supports all 5 expectations
- Enterprise Risk Management
 - Continuity of Ministry direction
 - Decrease in the funding – creates a huge risk
 - Strike contingency plan
 - Cyber-attack risk – share best practices to mitigate, consider ransomware workshops
 - Maintain a student-centric focus
- Proposed reporting expectations
 - Quarterly reports
 - System-wide quarterly reports are rolled up and provide consistent information for the Ministry. These reports are also shared with the Board.
 - The dashboard reports provide valuable information in a visual format.
- Board appointments
 - Plan to recruit candidates early in the new year submitting names shortly thereafter. The two vacant positions will remain the focus.
 - Marcel will follow up on the September 26 letter to Minister Doherty.
- Governance website resource/PD
 - Johnson Shoyama is offering a free, pilot program called JSGS Governance Program and are currently recruiting participants. The official program launch will be in 2018.
 - Marcel will be circulating a survey to gather PD topics.
 - The Governance Resource website link will be shared with the Board.
- Board Committees – operate using a Committee of the Whole – terms of reference is found in Policy 1.2 Board Organization.
- Board Orientation – delivered by the Chair and CEO.

The Ministry advised that the 2018 fall meeting focus will be Board Committees and Orientation and the 2019 focus will be Board Evaluation.

The meeting recessed for Lunch at 12:30 p.m.

The meeting resumed at 1:10 p.m.

PRESIDENT AND CEO REPORT

Work Plan

The President and CEO's work plan for the upcoming year will be reviewed and discussed in camera.

Indigenous Strategy Update

The President and CEO reported that two of our managers are meeting with our indigenous partners today regarding the artwork and naming project for the Punnichy facility. This project has provided an exciting opportunity to building our relationships with the First Nations communities.

Learner Accommodations Policy 6.4

The President and CEO presented the new Learner Accommodations policy.

Motion 10-17-15: Bergerman, that the Board approves, in principle, the 6.4 Learner Accommodations policy as presented.
Carried.

Remembrance Day

Wreaths and/or a donation will be made to the Legions in Humboldt, Wynyard and Watrous. Director Dominguez has volunteered to attend the Wynyard Remembrance Day service.

MLA Reception

The MLA reception is scheduled for December 4th in Regina at the Legislature. Directors are invited and asked to confirm their attendance ASAP.

Punnichy Training Centre Grand Opening

Plans are underway for the December 8th official naming and grand opening of the newly renovated Punnychy training centre. All Board members were given an invitation and were encouraged to attend the event.

Managers' Report

The President and CEO presented the Managers' Report.

Program Update

The program update listing all programs/courses that have started between July 1 and October 13th was received for information.

OTHER

Correspondence

- September 26/17, to Minister Doherty, re: Board Reappointment/Recruitment
- October 3/17, from Minister Doherty, re: Punnichy Parking Purchase Approval

Next Board Meeting

- November 28, 2017 at 9 a.m., Bella Vista Inn, Humboldt, SK
- December 21, 2017 at 9 a.m., Humboldt, SK - special Christmas lunch

Information Items

The following items were received for information purposes:

- August Payments
- CCA year-end celebration, November 9th at 5 p.m. in Wynyard – Director Dominguez will attend

Committee of the Whole Discussions

Business Arising from C.O.W.

Auditor and Risk

The VP Finance recently attended a training session regarding tendering and the use of the SaskTender website (due to the Newest Partnership). The Regional College SBOs are reviewing the current tendering process and are working on a generic tender document that will be reviewed by a lawyer. This review process and the development of a generic template will delay our tender for audit services. It is hoped that our new Auditor will be in place by early 2018.

The audit assessment results will be discussed in camera.

Governance

The Governance Resource website contains links to a variety of PD opportunities. The link to this website will be emailed to the Board. The Board will also be signed up to receive the monthly Governance Solutions newsletter.

Recruitment

We are currently waiting for 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, including a sample skills matrix, were reviewed and discussed. The policy will be brought to the November Board meeting for approval. The Board members completed the skills matrix and the results will be brought to the Board in November for discussion.

In-Camera Session with the President and CEO

Motion 10-17-16: MacLeod, that the meeting moves into an in-camera session at 1:47 p.m.
Carried.

Motion 10-17-17: Winkel, that the meeting moves back into regular session at 2:23 p.m.
Carried.

Adjournment

Motion 10-17-18: Bergerman, that the meeting adjourn at 2:25 p.m.
Carried.