

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
September 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 9:04 a.m.

AGENDA: The agenda was reviewed. The President and CEO requested that item 6.1 Financial Statement Package be moved up on the agenda to fall after the Board Chairperson Report.

Motion 09-17-01: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the June 20, 2017 Regular Meeting and Annual General Meeting were reviewed.

Motion 09-17-02: Winkel, that the June 20, 2017 Regular Meeting be approved as presented.
Carried.

Motion 09-17-03: Winkel, that the June 20, 2017 Annual General Meeting be approved as presented.
Carried.

BUSINESS ARISING

ABE Upgrader Tuition

The Ministry has agreed to review the upgrader tuition policy. Carlton Trail College's ABE Manager will have an opportunity to participate in the system-wide review with the Ministry.

BOARD MEMBER REPORTS

Board Chairperson Report

Attended the Governance Solutions webinar regarding CEO Evaluation and noted that there are other upcoming webinars that may interest the Board members.

VP FINANCE REPORT

Financial Statement Package – Manager's Letter, Audited Financial Statements

Due to prior commitments, Mr. Frape was not able to join the meeting via teleconference.

VP Finance reviewed the Provincial Comptroller's approval as well as his financial statement package notes. The financial statements for the year ended June 30, 2017 were presented and it was noted that there were no concerns found by the local auditor nor by the Provincial Comptroller's office.

Motion 09-17-04: Bergerman, that the Board approve the Audited Financial Statements, as presented, for the year ended June 30, 2017.
Carried.

The tender for audit services will be brought to the Board in October. This RFP will be posted on Sask Tenders opening it up to firms outside the College region.

Year-End Detailed Variance Analysis

The VP Finance reviewed the June 30, 2017 year end variance analysis and it was received for information.

Lease Renewal – Welding Shop/Classroom

VP Finance advised the Board that the lease for the Welding Shop has been renewed for a 5-year term with CN commencing October 1, 2017 ending September 30, 2022.

VP Finance Report

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

- Working on a Stats Canada report
- Will be tendering for a color photocopier in Humboldt
- New credit cards have been ordered that have a cash back option rather than points/merchandise. It also gives added flexibility with credit limits.

PRESIDENT AND CEO REPORT

CEO Council Meeting Update

The President and CEO attended the CEO Council meeting in Lloydminster on September 20 and 21st and provided the following update:

- MLA reception planned for December 4th
 - pre-reception meeting with all CEOs and participating Board members
 - system message
 - story board for each College
- Kevin Doherty new Advanced Education Minister
- Mark McLoughlin new Deputy Minister
- Expect further decreases in the upcoming budget
- Economic impact assessment renewal to update the data in order to further advocate the impact the Colleges have in Saskatchewan

Formal Review of Continuous Agenda, Dates and Locations

The President and CEO reviewed the continuous agenda for this fiscal year and the Board confirmed the dates and locations. It was decided to start all meetings at 9 a.m. The October meeting was moved to October 26th to accommodate schedules.

Information Strategic Meeting Planning for February

The President and CEO has confirmed that Laura Soparolo will facilitate a session in February. Possible topics noted by Board members included transformational change, decrease in budget, indigenization all of which affects strategic planning. The date will be discussed at the October meeting.

Intent to Purchase Punnichy Land for Parking

We have expressed interest in purchasing the parcel of land adjacent to the Punnichy facility to be used as a parking lot. The Village of Punnichy has made the offer to sell the parcel for \$400 plus transfer costs. Ministerial approval for the purchase has been requested.

- Motion 09-17-05: MacLeod, that subject to Ministerial approval, the Board approves the purchase of Lot 6, Block 11, Plan W4969 in the Village of Punnichy for the cost of \$400 plus land transfer costs.
Carried.

Punnichy Training Centre Grand Opening

December 8th has been chosen for the grand opening of the Punnichy Training Centre. Provincial as well as federal representatives will be involved in the event. A cultural component will be incorporated into the opening including the unveiling of the details of an indigenous mural project as well as the naming of the centre.

Policy Update

The President and CEO noted the changes to the following policies:

- Policy 1.5 Location of Offices – removal of the Southey office
- Policy 6.4 Student Information Manual – removal of the policy due to the student manual being housed on the College website.

- Motion 09-17-06: Dominguez, that the Board approves the revision of Policy 1.5 Location of Offices, as presented.
Carried.

- Motion 09-16-07: Bergerman, that the Board approves the removal of the obsolete Policy 6.4 Student Information Manual.
Carried.

Managers' Report

The President and CEO presented the Managers' Report and noted that the VP Academic Report has been replaced by the Managers' Report. Of note was the cancellation, due to the enrolment numbers, of the Electrician program in Watrous.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence

- June 9/17, Carlton Trail College letter to Minister Eyre, re: AGM
- July 4/17, from Minister Eyre, re: 2017-18 Business Plan Approval
- July 17/17, from Ministry of Economy, re: Message of Appreciation for our Dedication to ABE
- July 25/17, E.J.C. Dudley & Co., re: Audit Planning & College Response of August 9th
- August 8/17, from Minister Eyre, re: President and CEO Contract Approval
- September 6/17, from David Boehm, re: Lifting of Prior Approval for Hiring
- September 11/17, from M. McLoughlin, Announcement of Deputy Minister

Next Board Meeting

- The next Board meeting will be on October 26, 2017 at 9 a.m., Bella Vista Inn, Humboldt, SK

Information Items

The following items were received for information purposes:

- May, June and July Payments

Committee of the Whole Discussions

Business Arising from C.O.W.

Auditor and Risk

Audit services will be put to tender this fall. Proposed RFP will be brought to the October meeting.

The audit assessment will be completed by Board, VP Finance and CEO and will be discussed at October's Board meeting.

Governance

Professional development opportunities were discussed. The free webinars offered by Governance Solutions were recommended by the Chair, and Board members were encourage to register.

Recruitment

The email from the Ministry requesting potential Board candidates was read aloud by the Chairperson.

It was decided to send a letter to the Ministry requesting Director MacLeod's term be extended and advise the Ministry that the College will begin the process of recruitment. The letter will also note that the priority will be to fill the two vacant positions prior to the replacement of the two experienced Board members.

The Board Recruitment Policy will be brought to the Board in October for review prior to advertising.

Human Resources

The media release announcing the College's new President and CEO was received for information.

In-Camera Session with the President and CEO

Motion 09-17-08: Winkel, that the meeting moves into an in-camera session at 1:00 p.m.
Carried.

Motion 09-17-09: MacLeod, that the meeting moves back into regular session at 1:24 p.m.
Carried.

Adjournment

Motion 09-17-10: Bergerman, that the meeting adjourn at 1:25 p.m.
Carried.

Chairperson

Recorder