

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the Bella Vista Inn  
Humboldt, SK  
September 27, 2016 at 9:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod *via teleconference*, 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:

- 5.6 MLA Reception
- 5.7 SaskPolytechnic Board Membership
- 5.8 Employee Safety

Motion 09-16-01: Dominguez, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the June 27, 2016 regular meeting and Annual General Meeting were reviewed.

Motion 09-16-02: Bergerman, that the June 27, 2016 regular meeting and the AGM minutes be approved as presented.  
Carried.

### **BUSINESS ARISING**

There was no business arising.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

No report.

*Richard Renneberg, Facilities Technical, joined the meeting at 9:05 a.m. and presented his Facility/OH&S Report*

*Vice Chairperson, MacLeod, left the meeting at 10:00 a.m.*

### **PRESIDENT AND CEO REPORT**

The President and CEO gave a verbal update:

- Completed introductory meetings with all Board members and the majority of staff
- Working to formalize Aboriginal partnerships
- Beginning to connect with the industry leaders
- Working to increase our exposure in the local communities by investigating a paid shift for employees to volunteer in their community. HR is working on a policy statement.
- Discussed the Ministry's message of a possible spending freeze and future transformational change

## Policy 4.16 Sponsorship and Donations

The President and CEO presented Policy and Procedure 4.16 for final approval.

Motion 09-16-03: Winkel, that the Board gives final approval to Policy 4.16 Sponsorship and Donations, as presented.  
Carried.

### Policy 4.17 Sustainable Development

The President and CEO presented Policy and Procedure 4.17 for final approval.

Motion 09-16-04: Dominguez, that the Board gives final approval to Policy 4.17 Sustainable Development, as presented.

Carried.

### Formal Review of the Continuous Agenda Dates

The President and CEO presented the Continuous Agenda and the meeting dates were reviewed for the upcoming fiscal year. The President and CEO noted that the Strategic Development team reports were removed from the continuous agenda and the notion of strategy development and goal setting is currently being discussed with the Management Team. This information will be brought to the Board for discussion in October. The February Board meeting was deleted and the January meeting changed to January 24<sup>th</sup>.

The Board asked the President and CEO to bring a 6-month and 1-year plan with priority areas to the October meeting.

**Leadership Forum October 17, 18 Governance Symposium October 19 – Board Attendance**

The President and CEO, as well as the rest of the Executive Team, are attending the Leadership Forum. The Board members were asked to let the Executive Assistant office know if they are able to attend the above-noted events.

## VP Board Attendance

The President and CEO proposed that the VPs attend and participate in full Board meetings for a better understanding of the decisions made and for their own professional development. Their attendance will offer better answers to questions posed at the Board table. The Board showed full support of the VPs attending full Board meetings.

## Apprenticeship Awards Event October 21<sup>st</sup> – Board Attendance

The College is a silver sponsor for this event and has 4 tickets. The President and CEO is attending this event in Regina and asked that Board members let the Executive Assistant's office know if they wish to attend.

## MLA Reception Board Attendance

The Principal and CEO reported that the CEO Council will be hosting a MLA reception at the Legislative Building on October 31<sup>st</sup>. Board members are encouraged to attend.

## SaskPolytech Board Membership

There is a Board seat on the SaskPolytechnic Board for a Regional College representative. Chairperson Hepp will let his name stand as well as Director Dominguez.

## Employee Safety

Employee safety in regards to being alone and travelling to remote communities was discussed. It was noted that the installation of “panic buttons” will provide increased security for staff.

## **OTHER**

### **Correspondence**

- June 28/16, Carlton Trail College letter to Minister Moe re: AGM
- July 27/16, from Minister Moe, re: Watrous Lease Approval
- July 28/16, from Minister Moe, re: 2016-19 Business Plan Approval
- August 12/16, from L. Greenberg, re: NORTEP Funding Agreement
- August 12/16, from Ministry of AE, re: Funding Payment Schedule
- August 15/16, from L. Greenberg, re: Brown Gov Current State Inventory Response
- August 17/16, from L. Greenberg, re: Punnichy Training Centre Funding
- August 18/16, from Conexus Insurance, re: Director's Liability
- August 23/16, Press Release, re: Changes to Provincial Cabinet

*The rest of the Executive Team joined the meeting at 10:40 a.m.*

### **VP ACADEMIC REPORT**

The VP Academic's report was reviewed and received for information. The VP Academic presented the program update listing current programs and enrolments.

*Guests Ms. Dressler and Mr. Frape joined the meeting at 11 a.m.*

### **VP FINANCE REPORT**

#### **Year-End Detailed Variance Analysis**

The VP Finance reviewed the June 30, 2016 variance analysis and it was received for information.

#### **June 30, 2016 Audited Financial Statements**

VP Finance presented the financial statements for the year ended June 30, 2016. No concerns were noted by the local auditor nor by the Provincial Auditor's office. As requested by the Provincial Auditor's office, there was an emphasis on IT and server security this year. It was noted that the College is in a solid monetary position at this time.

#### **In-Camera Session with Ms. Dressler and Mr. Frape**

Motion 09-16-05: Hamlin, that the meeting moves into an in-camera session at 11:25 a.m.  
Carried.

Motion 09-16-06: Winkel, that the meeting moves back into regular session at 11:45 a.m.  
Carried.

VP Finance presented the Management Letter from EJC Dudley & Co. to the Board. It was suggested that the Management Letter be discussed with the audit team prior to the Board meeting to ensure agreement with the opinions.

Motion 09-16-07: Bergerman, that the Board approve the Audited Financial Statements, as presented, for the year ended June 30, 2016.  
Carried.

*Ms. Dressler and Mr. Frape departed the meeting at 11:40 a.m.*

The VP Finance's report was reviewed.

### **Banking Tender**

Due to a conflict of interest, the Chairperson excused himself from this agenda item and appointed Director Dominguez to chair the meeting. The VP Finance presented the tender information as submitted from the four local banking institutions.

Motion 09-16-08:       Winkel, that the Board awards the banking tender to the Royal Bank of Canada commencing January 1, 2017 and ending December 31, 2020.  
Carried.

### **Next Board Meeting**

- The next Board meeting will be on October 24, 2016 at 9 a.m., Carlton Trail College, Room #151, Humboldt, SK

*The meeting recessed for lunch.*

### **VP ADMINISTRATION REPORT**

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

*The Executive Team departed the meeting at 1:30 p.m.*

### **Information Items**

The following items were received for information purposes:

- May, June and July Payments
- PotashCorp/Agrium Merger Talks Article
- Report Cites Issues with Federal Student Fund

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

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

##### Finance - Budget Restraint Measures

This item will be included on the October agenda for further clarification.

##### Auditor

The current local auditor's contract will be discussed at the October meeting and the annual audit assessment will be completed.

##### Governance – Board Improvement Plan 2016-2017 was reviewed and discussed.

There was consensus to remove question 40 from the annual evaluation regarding promotion of the College and community involvement.

Recruitment - Board Vacancies

It was decided to begin creating a list of potential Board members. A competency list for Chairs will be reviewed at the October meeting.

**Roundtable**

- Meeting exit summary will be included in the October Board package for discussion and completion
- Will be a positive change to have the VPs attending the whole meeting

**In-Camera Session with the President and CEO**

Motion 09-16-09: Hamlin, that the meeting moves into an in-camera session at 2:10 p.m.  
Carried.

Motion 09-16-10: Winkel, that the meeting moves back into regular session at 2:24 p.m.  
Carried.

**Adjournment**

Motion 09-16-11: Hamlin, that the meeting adjourn at 2:25 p.m.  
Carried.

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Chairperson

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Recorder