



**SATCC Board of Directors Meeting
November 30, 2016
10:00 am – 12:30 pm
Arlington/Ascot Boardroom, Travelodge Hotel
4177 Albert Street South, Regina, SK
1866-296-5646/544117**

Meeting Number 2016-2017-04

Members Present:

Drew Tiefenbach (Chair)
Doug Christie
Joe Kleinsasser
Jeff Sweet
Doug Mitchell
Alastair MacFadden
Lorne Andersen
Wayne Worrall

Bryan Leier (Vice-Chair)
Rhonda Hipperson
Al Loke
Leonard Manitoken
Roxanne Ecker
Terry Parker
Karen Zunti

Regrets:

Brian Marshall
Tim Earing

Brett Vandale
Tammy Bloor Cavers

Guests:

Maria Chow

Staff:

Jeff Ritter, CEO
Loreena Spilsted, COO
Shaun Augustin, CFO
Chelsea Coupal, Director Communications & Marketing
Dawn Stanger, Director of Governance, Policy & Research
Dominika Krzeminska, Executive Assistant
Sherry Morcom (Recorder)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order</p> <p>The Commission Board of Directors were welcomed.</p>	
<p>1. Adoption of the Agenda</p>	<p>Motion #2016-2017-04-01 There was consensus to approve the agenda as circulated.</p>
<p>2. Adoption of the June 28 and October 26, 2016 Minutes and Business Arising</p> <ul style="list-style-type: none"> • Business Arising <ul style="list-style-type: none"> ○ There was no business arising. 	<p>Motion #2016-2017-04-02 There was consensus to approve the minutes of June 28, 2016.</p> <p>Motion #2016-2017-04-03 There was consensus to approve the minutes of October 26, 2016.</p>
<p>3. Chair's Report</p> <ul style="list-style-type: none"> • Directors were thanked for their participation in the November 29 Strategic Planning session with the SATCC Senior Management Team and Brown Governance. • The Annual Fall CCDA meeting was held in Ottawa from November 23 to 24, 2016. As the Saskatchewan representative on the Interprovincial Alliance of Apprenticeship Board Chairs (IPA), the Chair was invited to participate by conference call in the CCDA meeting in Ottawa for several items: an update on the Employment Insurance Program, the ESDC update, a presentation from CAF on their priorities and FIATT project, a discussion on Innovations in Technical Training and an update on the IPA and discussion on SATCC's role. 	<p>Motion #2016-2017-04-04 There was consensus to accept the Chair's Report as presented.</p>
<p>4. CEO's Report</p> <ul style="list-style-type: none"> • The CEO attended the CCDA Fall meeting in Ottawa, November 23 to 24, 2016. • The Stakeholder Consultations were productive. The CEO and members of the SMT participated with various key industry 	<p>Motion #2016-2017-04-05 There was consensus to accept the CEO's Report as presented.</p>

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<p>stakeholders. Stakeholders appreciate the work that the SATCC provides.</p> <ul style="list-style-type: none"> • The results of the Employee Engagement Survey show an increase in employee satisfaction. • The amendments to the SATCC Regulations were approved and were introduced in the Legislature on November 28, 2016. • There was a mid-year update announced by the Ministry of Finance. Expenditure restraint measures (such as a hiring freeze) are enforced in most Ministries. SATCC was not impacted by the hiring freeze. 	
Decision Items	
<p>5. Proposed Changes to the Act</p> <ul style="list-style-type: none"> • Terry Parker reported that on November 16, 2016 the Governance Committee reviewed changes that were proposed to the Act. • Changes that were recommended included removing the SIN requirement. This is required on certain documents for taxation purposes. • Legal will be asked to provide their opinion on whether the existing transitional clauses (58-61) are still necessary. • There will be additional discussion regarding the process to remove compulsory designated trades. • The public consultations list will be developed and shared with the Board of Directors for approval to ensure inclusiveness. 	<p>Motion #2016-2017-04-06</p> <p>There was consensus that the SATCC should plan public consultations as the next step in making changes to the SATCC Act with the exception of the clauses that require legal consultation and further discussion regarding the de-designation of compulsory designated trades.</p>
<p>6. F1 Accounting Policies</p> <ul style="list-style-type: none"> • Bryan Leier reported that the Audit and Finance Committee reviewed and approved the changes that were required for the F1 Accounting Policies. 	<p>Motion #2016-2017-04-07</p> <p>There was consensus to approve the changes to the F1 Accounting Policies as presented.</p>
<p>7. Bring Your Own Device Policy</p> <ul style="list-style-type: none"> • Terry Parker reported that the Governance Committee has reviewed and approved the Bring Your Own Device Policy. • Reporting the loss of a device allows SATCC to wipe the device clean of the Aprio software remotely. 	<p>Motion #2016-2017-04-08</p> <p>There was consensus to approve the Bring Your Own Device Policy as presented.</p>

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<p>8. Apprenticeship Awards</p> <ul style="list-style-type: none"> The Commission Board of Directors Scholarship was discussed. This is the only scholarship that offers a travel grant of up to \$200. In some years the travel grant has not been used. Wording will be added to the policy so that prior to the awards ceremony the Board of Directors will be informed of the amount that is currently in the fund. The name of the scholarship was discussed. The name of the scholarship will become the First Nations/Metis Scholarship. The scholarship will continue to be funded by the SATCC Board of Directors. The travel portion of the scholarship will remain in place. 	<p>Motion #2016-2017-04-09</p> <p>There was consensus to approve the name change to First Nations and Metis Scholarship. The scholarship will continue to be funded by the SATCC Board of Directors and the travel portion will remain in place.</p>
<p>9. Regina Lease</p> <ul style="list-style-type: none"> Drew Tiefenbach excused himself from this portion of the meeting. Bryan Leier assumed the role of Chair. SATCC has engaged a real estate agent to negotiate the lease with the landlord of 2140 Hamilton Street. 	<p>Motion #2016-2017-04-10</p> <p>There was consensus to approve and forward the recommended proposed lease between the SATCC and Hamilton Street Joint Ventures (HSJV) to Minister Harrison for his approval.</p>
<p>Drew Tiefenbach resumed the role of Chair.</p>	
<p>Committee Reports</p>	
<p>10. Human Resource Committee</p> <ul style="list-style-type: none"> Drew Tiefenbach reported that a meeting was not held. 	<p>There was no report</p>
<p>11. Audit and Finance Committee</p> <p>Bryan Leier reported that the Audit and Finance Committee met on November 30, 2016.</p> <p>The following items were presented and discussed:</p> <ol style="list-style-type: none"> October 2016 YTD Actual to Budget <ul style="list-style-type: none"> SATCC is slightly ahead of budget due to expenses being down more than revenues are down. 	<p>Motion #2016-2017-04-11</p> <p>There was consensus to accept the Audit and Finance Committee report as presented.</p>

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<p>b) 2016-2017 Training Schedule – November 2016 Forecast</p> <ul style="list-style-type: none"> • Even with harmonized training across the provinces, management believes there will be little chance that apprentices from outside the province will fill empty training seats. <p>c) November 2016 Financial Forecast</p> <ul style="list-style-type: none"> • SATCC is forecasting a surplus. The cost for training seats has been lower than budgeted Administrative fees will also be down due to reduced demand. • There are a few vacancies that will be filled shortly. • There is a cost to developing new online upgrader courses. • Online courses are developed based on volume, and what is required for compulsory courses. The cost of the upgrader courses for harmonization is dependent on what is currently available and how much change is required for each program. <p>d) October, 2016 Performance Management Measurement –Balance Scorecard.</p> <ul style="list-style-type: none"> • SATCC exceeded the target of employee satisfaction. • Even in a soft market SATCC is still exceeding their targets in underrepresented groups. <p>e) October, 2016 Key Operational Indicators and Statistics</p> <ul style="list-style-type: none"> • There is one item that consistently affects the forecast. New apprenticeship registrations are down by 16%. This is higher than the 23% that was reported previously. 	
<p>12. Governance Committee</p> <ul style="list-style-type: none"> • The Governance Committee met on November 16, 2016. Their discussion focused on changes to the Act and the Bring Your Own Device Policy. • The Governance Committee discussed the Professional Directors Certification offered through the Johnson-Shoyama School of Administration. • Professional Directors Certification needs to be updated every three years after certification. Thirty ongoing training hours are required, 	<p>Motion #2016-2017-04-12</p> <p>There was consensus to accept the Governance Committee report as presented.</p>

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<p>and can be obtained in various ways. Directors need to register with Brown Governance to obtain personalized log in ID, and register qualifying hours. An example would be the Strategic Planning session that could be used as part of the 30 training hours.</p> <ul style="list-style-type: none"> The Board Charter will be reviewed beginning January 2017. 	
<p>13. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> Roxanne Ecker reported that a meeting was not held. 	<p>There was no report</p>
<p>Information Items</p>	
<p>14. Pre-Employment Briefing Item</p> <ul style="list-style-type: none"> The SATCC uses the term pre-employment training (PET) to indicate any postsecondary-level courses taken at Saskatchewan Polytechnic or its equivalent. In 2015-16, 17.4 percent of SATCC apprentices in the compulsory trades had PET. The equivalent number for all apprentices was 22.8 percent. For 2014-15, 16.7 percent of compulsory apprentices have PET; and for all apprentices that year the number was 22.1 percent. SATCC is unable to provide the percent of how many Saskatchewan Polytechnic students completing a PET course in an apprenticeable trade register as an apprentice. SATCC would require a list of students from the Saskatchewan Polytechnic student data base to generate that data. 	<p>The report was accepted as information.</p>
<p>Recurrent Information Items</p>	

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15. Trade Board Minutes, Issues & Business Arising from Trade Board Minutes, if any	The report was accepted as information.
16. Commission Operational Update <ul style="list-style-type: none"> • This information is included and Directors are encouraged to share it with their respective stakeholders. 	The report was accepted as information.
17. Other Business	<ul style="list-style-type: none"> • Doug Christie currently represents SATCC on the Regina Trades and Skills Board. His tenure will be coming to an end shortly. Directors that are interested in filling that role should contact Jeff Ritter. • Jeff Ritter is currently sitting on the STSC and if anyone wishes to take his place, they should let him know.
18. Next Meeting	The next meeting of the Commission Board of Directors is scheduled for January 25, 2017.
19. Adjournment	<ul style="list-style-type: none"> • The meeting adjourned at 12:20 pm.

Commission/Committee Chairperson

Commission/Committee Vice Chairperson

