

**Minutes of the Regular Meeting of  
The Board of Trustees of  
Carlton Trail Regional College  
Held in Humboldt, SK  
September 18, 2012 at 10:00 a.m.**

**Participating:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees Leon Winkel and Denis Bergerman, Martin Chicilo (via teleconference), CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Recorder Sheri Ulrich

**TO ORDER:** The Chairperson called the meeting to order at 10:07 a.m.

**AGENDA:** The agenda was reviewed and the following item was added:  
4.2 Balanced Scorecard / Enterprise Risk Management – Board / Management Training

Motion 09-12-07: Dominguez, that the agenda be approved as amended.  
Carried.

**MINUTES**

The minutes from the August 21, 2012 regular meeting were reviewed.

Motion 09-12-08: Winkel, that the August 21, 2012 regular meeting minutes be approved as presented.  
Carried.

**BUSINESS ARISING**

**Board Recruitment**

The Board Recruitment policy was reviewed and discussion ensued surrounding board member representation by region. It was decided that the best candidates will be chosen considering their qualifications and the location matrix will be used as a general guideline.

Motion 09-12-09: Winkel, that the Board approve the addition of the words “general guideline” to the end of the Board Composition paragraph of Policy 1.17 Board Recruitment.  
Carried.

The draft recruitment ad was reviewed and it was decided to run the ad in the local papers within our region for two weeks beginning November 1<sup>st</sup>. As many candidates as possible will be generated for the Board to shortlist and forward to the Ministry for consideration.

**CEO Contract**

Motion 09-12-10: Chicilo, that the Board approves the contract of employment with Dr. Ivan Yackel as presented.  
Carried.

**CEO Contract Requirement**

The Board noted that the CEO should remain cognizant of Section, 3 Part 2 of the Employment Contract and be mindful of any actions that might create a potential perception that his duties as CEO were being impacted. The CEO assured the Board that his involvement with his company will be minimal and will be kept separate from his duties as CEO.

Motion 09-12-08: Chicilo, that the Board authorizes Dr. Yackel's continued involvement in the importation and sale of recreational vehicles through his company, North East Leadership Plus Inc.  
Carried.

### **Fishing Lake First Nations – Next Steps**

The introductory letter written to Fishing Lake First Nation was received for information. The CEO is awaiting their response and will keep the Board updated.

## **BOARD MEMBER REPORTS**

### **Board Chairperson Report**

ASRC Executive met with the Ministry of Economy and the Ministry of Advanced Education and proposed a 30% increase in funding - \$19.4 million over the next 3 years. The funding is required to increase training to meet the labour market demands. It was noted that the program funds comes from the Ministry of Economy and it was reiterated by Louise Greenberg, Deputy Minister of Advanced Education that the Ministries follow a communication protocol.

### **Brown Governance**

The Governor Development Certificate program cost was discussed noting the burden on College finances. The Chairperson reported that this training is currently on hold and that, in the interim, the Governor Leadership Series training may be brought back.

### **Lean Efficiencies**

The Government of Saskatchewan is committed to continuous improvement in the delivery of programs and services and Lean is a best-practice method of improving efficiencies while reducing expenses. The Board Chairperson, CEO and senior management will be attending Lean training in Saskatoon on October 3 and 4.

### **4.2 Balanced Score Card – Enterprise Risk Management**

Balanced scorecard training for Board members and senior management was discussed. It was decided that if the Ministry does not provide training this fall, the Board will consider hiring a consultant to lead a balanced scorecard training session and then consider moving towards enterprise risk management training. It was noted, that as a part of the Government's Lean initiative, balanced scorecards may be a result.

### ***11:00 a.m. - Guest: Melissa Yanyu, CA, Provincial Auditor's Office***

Introductions were made and the Director of Finance reviewed the 2011-2012 financial statements. The new wording for Note #11 Pensions was shared with the Board.

The Director of Finance read aloud the Management Letter, dated September 17<sup>th</sup> from E.J.C. Dudley & Co. The recommendation was noted surrounding the Board completing a self-evaluation including a board skills matrix identifying deficient areas as well as the issue surrounding vacation carry-over. The contradiction of one week versus two weeks' vacation carry-over as cited in the SGEU Collective Agreement, was discussed and the Director of Finance will investigate further.

## 2011-2012 Financial Statements

Motion 09-12-09: Bergerman, that the Board approves the 2011-2012 Financial Statements as presented subject to any significant changes being required by the Provincial Comptroller.  
Carried.

## June 30, 2012 Year End Variance Analysis

The Director of Finance reviewed the variance analysis and noted the \$118,000 surplus.

Motion 09-12-10: Winkel, that the Board approves the June 30, 2012 year-end variance analysis as presented.

Carried

## CEO REPORT

## Policy Development

## Process for Policy Development

The CEO reviewed the draft process for policy development document including the “approval in principle” protocol and the approval of annual “housekeeping” items. This document will be drafted into policy and procedures and brought back to the Board in October.

### Criminal Records Check

The CEO noted that the Criminal Record Check Policy will be drafted and brought to the October Board meeting for review and approval in principle.

### Performance Evaluation 3.18

The CEO noted that the Performance Evaluation Policy will be drafted and brought to the November Board meeting for review and approval in principle.

## Board Meeting Locations

The CEO reported that, due to the limited capacity of our Boardroom, we will be going out to another location for future meetings in Humboldt.

## October 16<sup>th</sup> Board Meeting in Southey

The regular Board meeting will break at noon to host a community luncheon. The CEO will welcome everyone and programming staff will present a short PowerPoint with questions and answers to follow.

## Board Recruitment

See Board Chairperson's Report.

## CEO Site Visit and Community Engagement

To foster community partnerships, the CEO will schedule to be out at one of our offices, meeting with staff and other community stakeholders every second Wednesday starting in October.

### **CEO Performance Targets**

The CEO expanded from the list of targets that he received from SELU to include goals, objectives and activities. After the CEO's six month review, the Board and CEO will use this document and the outcomes to develop new goals for the coming year that will be tied more closely to the strategic plan and business plan.

## **DIRECTOR OF FINANCE REPORT**

### **Payments**

The reconciled July and unreconciled August payments were received for information.

### **Watrous Practical Nursing Facility Update**

The Director of Finance reported that there has not been any construction to date. The CEO has talked to Dr. Matai and he is still planning for an occupancy date of January.

### **Humboldt Facility Update**

The Director of Finance noted that additional minor equipment purchases will be made and that deficiencies are slowly being attended to. The title issue is in the surveyors' and lawyers' hands. Additional information will be brought to the Board when received.

*Guests: ASRC Executive: Beverly Crossman and Brian Nylander joined the meeting at 12:55 p.m.*

Introductions were made.

On behalf of the ASRC Executive, Ms. Crossman and Mr. Nylander, are visiting each Regional College Board to solicit information surrounding the review of the Regional Colleges Act. Risks, pros and cons of opening up the legislation were discussed.

*1:30 p.m. - Trustee Chicilo departed the meeting.*

*2:00 p.m. - Guests departed the meeting.*

## **DIRECTOR OF PROGRAMS REPORT**

### **Program Statistics Year Ending June 30, 2012**

The Director of Programs presented draft programming stats for the year ending June 30, 2012. Statistics are showing a slight increase over last year's FLE count.

### **2012 Fall Programs**

The Director of Programs provided an update on the fall student enrollment in various programs.

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration provided an update on HR activities including the difficulty recruiting ABE instructors for on-reserve programming. Concern was expressed with the delayed funding approval process and the temporary nature of the contracts. It was suggested to access the school division's substitution and recent retiree lists.

*2:20 p.m. Senior Management Team departed the meeting.*

### **OTHER**

#### **Roundtable**

- Further discussion surrounding the review of the Regional Colleges Act.
- The Senior Management Team will be scheduled on the regular Board agendas. They will give their reports, stay for lunch and then depart.

#### **For Information**

Press releases announcing Mr. Dion McGrath new CEO for Southeast Regional College and Mr. Jeff Ritter new CEO for SATCC were receive for information purposes.

#### **Board Social Options**

It was decided to tie the Christmas social with the December regular Board meeting. The social and supper will be on Monday, December 10<sup>th</sup> and the Board meeting will be Tuesday morning, December 11<sup>th</sup>. The Administrative Assistant will make the arrangements and email the details to everyone.

#### **Next Meeting**

October 16 - Southey

November 13 - Humboldt

December 11 - Humboldt

#### **In-Camera Session**

*Discussion: CTRC Board meeting minutes (CEO will participate), CEO Compensation (CEO will not participate)*

Motion 09-12-11: Winkel, that the meeting moves to an in-camera session at 2:45 p.m.  
Carried.

Motion 09-12-12: Bergerman, that the meeting moves back into regular session at 3:15 p.m.  
Carried.

#### **Adjournment**

Motion 09-12-13: Dominguez, that the meeting adjourn at 3:25 p.m.  
Carried.

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Chairperson

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Recorder