

**Minutes of the Regular Meeting of  
The Board of Trustees of  
Carlton Trail Regional College  
Held in Southey, SK  
October 16, 2012 at 10:00 a.m.**

**Participating:** Board Chairperson Glenn Hepp, Trustees Leon Winkel and Denis Bergerman, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Recorder Sheri Ulrich

**Regrets:** Vice Chairperson Luz Marina Dominguez, Trustee Chicilo

**TO ORDER:** The Chairperson called the meeting to order at 10:00 a.m.

**AGENDA:** The agenda was reviewed.

Motion 10-12-14: Winkel, that the agenda be approved as presented.  
Carried.

**MINUTES**

The minutes from the September 18, 2012 regular meeting were reviewed.

Motion 10-12-15: Bergerman, that the September 18, 2012 regular meeting minutes be approved as presented.  
Carried.

**BUSINESS ARISING**

**Fishing Lake First Nation**

The CEO reported that the outstanding account with Fishing Lake First Nation has been paid in full.

**BOARD MEMBER REPORTS**

**Board Chairperson Report**

- The Board Chairperson and the management team attended LEAN training on October 3 and 4.
- On October 9<sup>th</sup> ASRC met with the Minister regarding a number of issues including Board recruitment.
- The CEO and Chairperson attended the October 11 ASRC meeting.
  - ASRC will be hosting a financial statement interpretation workshop for board members.
  - Board per diems were discussed. It was noted that the level of responsibility and time warrants a higher per diem. Concern was expressed with the difficulty of attracting qualified candidates, especially people from business and industry.
  - The Collective Agreement expired August 31, 2012. Currently awaiting the government's 'nod' to proceed with negotiations.
  - Premier Wall's growth agenda will be released later this fall focusing on increasing the workforce of Saskatchewan; hoping regional colleges will be involved.
  - MLA reception planned for November 20<sup>th</sup>. Vice-Chairperson Dominguez will be attending on behalf of the Chairperson.
  - The ASRC public awareness initiative branding kits have been circulated to colleges for use in advertising and promotion.

## **CEO REPORT**

### **Policy 1.0 Policy Development**

The CEO reviewed Policy 1.0 Policy Development.

Motion 10-12-16:       Winkel, that the Board give “Approval in Principle” to Policy 1.0 as presented and direct the CEO to circulate it for feedback.  
Carried.

### **Criminal Record Check**

The CEO reviewed Policy 3.32 Criminal Record Check.

Motion 10-12-17:       Bergerman, that the Board give “Approval in Principle” to Policy 3.32 as presented and direct the CEO to circulate it for feedback.  
Carried.

### **LEAN Training**

The CEO reported he will serve as LEAN leader for CTRC. Training is scheduled for staff in November. Training will be free and colleges can apply for funding for LEAN projects.

### **Vacation Carryover**

The CEO reported that the auditor’s concerns surrounding excess vacation carryover has been shared with staff and will be monitored carefully throughout the year.

*Shelley joined the meeting at 10:50 a.m.*

### **Operations Forecast Meeting 2013-14**

The CEO provided an update on the meeting of September 25 with the Deputy Minister, ADM and other key government officials regarding the 2013-14 operations forecast.

### **2004 Partnership Agreement between CTRC and St. Peter’s College (SPC)**

Motion 10-12-18:       Winkel, that the Board serve notice to St. Peter’s College that this agreement is to be terminated effective June 30, 2013 or such earlier date as may be mutually agreed upon.  
Carried.

### **2012-13 Organizational Chart**

The CEO presented the 2012-13 organization chart capturing the status-quo in an attempt to reflect all recent staffing decisions. Roles of the Senior Management Team were reviewed and discussed. It was noted that names would be added to the chart and circulated to the Board members for information purposes.

### **Strategic Planning Exercise**

A three-year strategic plan, balanced scorecard, risk management mapping and continuous agenda were discussed and it was decided to dedicate time early in the year for this work. The goal is to have the plan in place by the beginning of the new fiscal year. The CEO will work with the Board to select possible dates and contact a consultant for a quote.

## **DIRECTOR OF FINANCE REPORT**

### **Banking Tender**

Chairperson Hepp declared a conflict of interest and removed himself from the meeting.

The Director of Finance presented a spreadsheet that included detailed information surrounding the three banking tenders received. Discussion ensued surrounding the tenders.

The Chairperson rejoined the meeting.

Motion 10-12-19:       Winkel, that the Board award the Banking Tender to the Royal Bank of Canada commencing January 1, 2013 and ending December 31, 2016.  
                                  Chairperson abstained.  
                                  Carried (two votes).

### **Unrestricted Reserve – Software Purchase**

The Director of Finance reviewed the proposed purchase including an accounting software upgrade as well as an HR module. Additional research will be required, prior to purchasing, to ensure compatibility with the current system.

Motion 10-12-20:       Bergerman, that the Board authorize the transfer of \$50,000 from the unrestricted surplus to purchase software upgrades.  
                                  Carried.

### **Payments**

The reconciled August payments were received for information.

### **Revenue and Expense Summary**

The Director of Finance presented the revenue and expense summary.

## **DIRECTOR OF PROGRAMS REPORT**

No report.

## **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration provided an update on HR activities including the increase to the Training Consultant time at the Watrous location from 0.2 to 0.4 FTE.

## OTHER

## Correspondence

Council of the Resort Village of Manitou Beach correspondence regarding the reduction in office hours and the CEO's response was received for information.

Next Meeting Date

Due to a scheduling conflict, the November meeting was moved to November 8<sup>th</sup> and will take place in Humboldt.

## Roundtable

The Administrative Assistant reported that the Christmas social will take place on Monday December 10<sup>th</sup> at Chick Allan's Restaurant in Humboldt. Cocktails at 5:00 p.m., supper at 5:30 p.m. and the Regular Board meeting will be on December 11<sup>th</sup> starting at 9:00 a.m.

## For Information

## CTRC media release October 1, 2012

The CTRC media release regarding student enrollment was received for information.

## Watrous PN Facility Construction Update

The CEO reported that the Senior Management Team will be meeting with architect tomorrow. It was noted that the move-in date has been postponed.

## Board Evaluation

The CEO proposed that the Board consider a process involving a short survey that would be given to the Board for completion. The results would be compiled and reported back to the Board for discussion. A draft tool will be given to the Board at the November meeting.

## Next Meeting

November 8 – Humboldt at 10 a.m. at the Canalta Hotel

December 11 – Humboldt at 9 a.m. at the Canalta Hotel

*The meeting recessed at 12:00 p.m. for a community luncheon hosted by the Board.*

## In-Camera Session

Motion 10-12-21: Bergerman, that the meeting moves to an in-camera session at 1:21 p.m.  
Carried.

Motion 10-12-22: Bergerman, that the meeting moves back into regular session at 2:20 p.m.  
Carried.

## Adjournment

Motion 10-12-23: Winkel, that the meeting adjourn at 2:21 p.m.  
Carried.

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Chairperson

Recorder