

**Minutes of the Regular Meeting of  
The Board of Trustees of  
Carlton Trail Regional College  
Held at the Canalta Hotel in Humboldt, SK  
November 8, 2012 at 10:00 a.m.**

**Participating:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez (via teleconference) Trustees Leon Winkel, Martin Chicilo 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

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

**AGENDA:** The agenda was reviewed.

Motion 11-12-24: Winkel, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the October 16, 2012 regular meeting were reviewed.

Motion 11-12-25: Bergerman, that the October 16, 2012 regular meeting minutes be approved as presented.  
Carried.

### **BUSINESS ARISING**

#### **2012-2013 Organization Chart**

The 2012-2013 organization chart, including staff names, was received for information.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

- MLA reception scheduled for November 20 – Vice-Chairperson Dominguez will attend.
- Board training regarding reading financial statements tentatively scheduled for May 15 in Saskatoon.
- Order in Council announcing partial funding for Board training beginning in 2013.
- Saskatchewan College's public awareness campaign, "we deliver", began November 1<sup>st</sup>.
- October 30<sup>th</sup> correspondence from Minister Morgan regarding the Saskatchewan Innovation and Opportunity Scholarship program was received for information.

### **CEO REPORT**

#### **Community-based Board Meetings**

Given the positive feedback from the October 16<sup>th</sup> meeting held in Southey, the CEO recommended that the College hold one fall meeting and one spring meeting at a training site location other than Humboldt.

Motion 11-12-26: Dominguez, that the Board hold its April, 2013 regular Board meeting in the Wakaw area.  
Carried.

### **Saskatchewan Plan for Growth**

The “Growing and Developing Saskatchewan’s Labour Force” excerpt from the Saskatchewan Plan for Growth publication, was received for information. Some of the provincial targets such as eliminating the wait list for ABE and increasing apprenticeship seats by 300, will likely impact the work of the College.

### **Proposed Policy Revision**

The CEO noted that Policy and Procedure 3.18 require revision and more importantly “implementation” for the 2013-2014 academic year. Intent is that job descriptions will be reviewed and evaluation planning will be performed within this fiscal year and then will continue annually along with learning plans and six-month and annual reviews.

Motion 11-12-27: Chicilo, that the Board give “Approval in Principle” to Policy 3.18 as presented and direct the CEO to circulate it for feedback.  
Carried.

### **Proposed Policy Revision**

Policy 1.12 and Procedure 1.12 “Per Diem for Board Members” require some minor revisions to more accurately reflect current expectations with respect to Board member preparation for designated events beyond regular Board meetings.

Motion 11-12-28: Chicilo, that the Board approved “housekeeping” revisions to Policy 1.12 and Procedure 1.12 as amended.  
Carried.

### **Anticipated Mandatory Governance Training**

The October 24th Star Phoenix article quotes the ADM of Advanced Education as suggesting a movement toward one certified program for post-secondary Board members this spring. A discussion of time constraints and additional demands on Board members ensued. It was noted that the ADM confirmed that this training is **not** mandatory as quoted in the article.

### **Strategic Planning Exercise**

The CEO has made initial contact with Soparlo Consulting ([www.soparloconsulting.com](http://www.soparloconsulting.com)) to discuss availability of dates and anticipated costs. The goal would be to have these documents in place by the end of June. Given the potential time commitments for Board training, Board members will attend when available and the senior management team will attend all meetings. All documents will be brought back to the Board table for approval. It is hoped to start with a planning session before Christmas.

### **Board Governance Health Check**

The CEO presented the draft Board Governance Health Check tool for use by the Board in initiating a discussion of current governance practices. The results will be tabulated and brought back to the Board for discussion.

Motion 11-12-29: Winkel, that Board members complete the Board Governance Health Check and return it to Sheri Ulrich no later than the December Board meeting so that the results can be compiled and discussed at the January Board meeting.  
Carried.

### **2012 Annual Report**

The CEO reviewed the 2012 Annual Report. Upon Board approval, the report will be sent to the Ministry and circulated to staff as well as posted on the CTRC web-site.

Motion 11-12-30:           Winkel, that the Board approves the 2012 Annual Report as presented.  
Carried.

### **DIRECTOR OF FINANCE REPORT**

#### **Variance Analysis**

The variance analysis for the first quarter, July 1 – September 2012, was received for information. The format of the variance will be updated prior to the next quarter.

#### **Payments**

The unreconciled September payments were received for information.

#### **Revenue and Expense Summary**

The Director of Finance presented the revenue and expense summary including the additional on-reserve ABE programming revenue and expenses. It was noted that we are currently waiting for the K-12 grant payment.

#### **Watrous and Davidson Facility Update**

The Director of Finance gave a brief update on the Watrous and Davidson facilities.

Davidson – The Town of Davidson has been in contact with the College. The CEO and the Director of Finance will be meeting the Mayor and Administrator on November 19<sup>th</sup> to discuss the future of the Davidson facility. Approval from the Ministry to sell the facility has been received.

Watrous – Met with the landlord and architect to review the Practical Nursing facility floor plan. The operating/lease agreement is being reviewed by our lawyer. A construction agreement may be negotiated and given to our lawyer for review. The landlord is going through the tendering process. Currently looking into the build-out price for finishing the facility. The College is negotiating a lease extension to December 31, 2013 of the current facility.

### **DIRECTOR OF PROGRAMS REPORT**

The Director of Programs noted that we are in the process of finalizing the program plan and that the plan will be brought to the Board at the December meeting for approval.

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration provided an update on recent HR activities.

### **OTHER**

#### **Correspondence**

Minister Morgan's October 3<sup>rd</sup> letter approving the disposal of the Davidson office was received for information.

## Roundtable

- The Board recruitment ad will appear in twelve local papers for two weeks between the end of October and the beginning of November.
- The President of St. Peter's College and CEO of CTRC will be meeting on November 22<sup>nd</sup> to discuss the partnership agreement.

### Next Meeting Date

The Christmas social will take place on Monday December 10<sup>th</sup> at Chick Allan's Restaurant in Humboldt and the Regular Board meeting will be on December 11<sup>th</sup> starting at 9:00 a.m. at the Canalta Hotel.

## For Information

- Please pre-order your supper selection for the December 10<sup>th</sup> Christmas supper prior to December 1<sup>st</sup> by emailing the Administrative Assistant.
- Graduation schedule for November/December was received for information.

## In-Camera Session

Motion 11-12-31: Bergerman, that the meeting moves to an in-camera session at 11:52 p.m.  
Carried.

Motion 11-12-32: Bergerman, that the meeting moves back into regular session at 11:56 p.m.  
Carried.

## Adjournment

Motion 11-12-33: Chicilo, that the meeting adjourn at 11:57 p.m.  
Carried.

Chairperson

Recorder