

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Held at the Bella Vista Inn Hotel in Humboldt, SK
January 15, 2013 at 10:00 a.m.**

Participating: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees Leon Winkel, Martin Chicilo and Denis Bergerman, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Administration Amy Yeager and Recorder Sheri Ulrich

Regrets: Director of Programs Shelley Romanyszyn-Cross

TO ORDER: The Chairperson called the meeting to order at 10:16 a.m.

AGENDA: The agenda was reviewed.

Motion 01-13-41: Winkel, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the December 11, 2012 regular meeting were reviewed.

Motion 01-13-42: Bergerman, that the December 11, 2012 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

ASRC Annual Meeting Participants

The CEO noted that he contacted the ASRC Executive Director and asked if Board members are able to attend the AGM. The response received was that generally only executive members attend. It was decided that a request that the AGM be opened up to all members be made at the next ASRC meeting.

Board Member Recruitment

Board recruitment ads will run a second time in eleven local papers for two weeks at the end of January. The deadline for applications is February 28th.

Marketing

The CEO will look into the status of the ASRC marketing campaign as it pertains to CTRC and will report back at the next meeting.

“See Your Future” Evraz Place, Regina

The CEO reported that there were two events, one for students and a second for employers. CTRC was involved with the session which was centered on students.

The Humboldt Chamber of Commerce is interested in an education/career fair. The CEO confirmed that our marketing position connects with high school principals and students. Discussions ensued surrounding strategic thinking and our future role in the region.

BOARD MEMBER REPORTS

Board Chairperson Report

- ASRC – CEO compensation – The Minister will consider the ASRC presentation but he stated that the province is not in a position to incur significant additional costs.
- The Chair will be attending the Advisory Group meeting on January 22th with Brown Governance and Johnson Shoyama. At this meeting CEO participation in the Governance Training program will be discussed.

CEO REPORT

Strategic Planning

The CEO reported that Laura Soparlo met with the Board and management on January 10th for a “planning to plan” session. An environmental scan of our region will be prepared by the CEO and brought to the January 29th strategic session. A staff meeting is scheduled for January 21st to complete a SWOT analysis exercise as part of ongoing strategic planning work.

LEAN Initiate Number 1

The CEO will be leading a number of staff through a review of payroll operations and record keeping requirements.

Marketing

Staff will be tracking the efficacy of some of our current marketing strategies including December’s 24,000 Program Guide mail drop.

Brown Governance Training Dates

March 15, 16 Saskatoon

May 10, 11 Regina

September 13, 14 Regina

November 28, 29 Saskatoon

ACCC Annual Conference - June 1-3, 2013 Penticton, BC

All board members expressed interest in attending. Registration and travel arrangements will be made by the Administrative Assistant.

CIC Proposal

Currently awaiting the results of a CIC proposal recently submitted for funding of a three-year project worth approximately \$600,000.

Sask Business Magazine

Caption reads: “Humboldt Surges Ahead” and includes information about Carlton Trail Regional College. Additional copies have been ordered for Board members and staff.

Staffing Update

The CEO gave a brief HR update including two recent resignations.

DIRECTOR OF FINANCE REPORT

Payments

The unreconciled November payments were received for information.

PSAB – Public Sector Accounting Body

The College system will be switching over to PSAB accounting for the 2013-2014 fiscal year.

Big Sky

The Director of Finance noted that Big Sky has declared bankruptcy and that the College will be writing off a \$700 invoice.

Facility Update

Humboldt Education Centre

Final reconciliation of the HEC construction costs has been received and final payment issued. The Director of Finance has requested an update from our lawyer and is awaiting a response regarding the ownership issue. Discussion followed surrounding the pros and cons of owning the HEC facility.

Davidson

The Town of Davidson has made an offer to purchase the facility.

Motion 01-13-43: Dominguez, that subject to Ministerial approval, the Board authorizes the immediate sale of its Davidson facility and property to the Town of Davidson for the sum of \$100,000.

Carried.

Watrous

The Director of Finance reported that the lease agreement has been reviewed by our lawyer and has been forwarded to Dr. Matai. The Director of Finance and our facilities technician will be meeting with the contractor tomorrow in Watrous. The Director of Finance will get an update from our lawyer regarding the rent to own option for the facility.

DIRECTOR OF PROGRAMS REPORT

Director of Programs is attending bargaining meetings this week.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration noted that we are currently recruiting for a receptionist in Humboldt, a PN instructor and a Training Consultant in Watrous.

OTHER

Correspondence

The following correspondence was received for information purposes:

- Letter from St. Peter's College Board Chair, Al Hergott, regarding the termination of the 2004 Partnership Agreement.
- Letter to the Deputy Minister, Dr. Louise Greenberg, regarding the inclusion of CEOs in the Governance Training program.
- Letter from PIER regarding winding down of their organization.

Roundtable

BHP has expressed concern about the competition for skilled labour including our students. Articles from the Wynyard Advance were shared.

Next Meeting Date

Strategic Planning Meeting - January 29, 2013 in Humboldt at the Uniplex, Meeting Room #1.

Board Meeting February 7, 2013 Conference Call

Strategic Planning Meeting - February 19, 2013 in Humboldt at the Bella Vista, Charleston Meeting Room.

Strategic Planning Meeting – March 11, 2013 in Humboldt at the Bella Vista, Charleston Meeting Room

Board Meeting March 19, 2013 in Humboldt at the Canalta Hotel

In-Camera Session with CEO

Motion 01-13-44: Dominguez, that the meeting moves to an in-camera session at 12:30 p.m.
Carried.

Motion 01-13-45: Bergerman, that the meeting moves back into regular session at 3:00 p.m.
Carried.

Motion 01-13-46: Chicilo, that the Board uses its review of governance practices to establish a baseline for an annual "Governance Health Check" and to provide background to the work of individual board members as they begin the Brown Governance training modules.
Carried.

Motion 01-13-47: Winkel, that the Board and CEO use the review of the 2012-2013 strategic plan as a platform to inform their work in developing a new three year strategic plan and in the on-going evaluation of the work of the Board and CEO.
Carried.

In-Camera Session without CEO

Motion 01-13-48: Winkel, that the meeting moves to an in-camera session at 3:15 p.m.
Carried.

Motion 01-13-49: Winkel, that the meeting moves back into regular session at 3:45 p.m.
Carried.

Motion 01-13-50: Bergerman, that in keeping with the provisions of the CEO contract, the Board has conducted a mid-year evaluation of the CEO utilizing the CEO Performance Targets as developed by the Saskatchewan Educational Leadership Unit and a review of progress made to date on the 2012-2013 Strategic Plan. Furthermore, that up to this point, the Board has found the performance of the CEO to be Excellent.
 Carried.

Adjournment

Motion 01-13-51: Bergerman, that the meeting adjourn at 4:00 p.m.
 Carried.

Chairperson

Recorder