

**Minutes of the Regular Meeting of  
The Board of Trustees of  
Carlton Trail Regional College  
Held at the CTRC Boardroom Humboldt, SK  
and Via Teleconference  
February 7, 2013 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 Leanne Sylvestre  
Participating via teleconference: Vice Chairperson Luz Marina Dominguez and Trustee Martin Chicilo

**TO ORDER:** The Chairperson called the meeting to order at 9:59 a.m.

**AGENDA:** The agenda was reviewed.

Motion 02-13-52: Bergerman, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the January 15, 2013 regular meeting were reviewed.

Motion 02-13-53: Winkel, that the January 15, 2013 regular meeting minutes be approved as presented.  
Carried.

### **BUSINESS ARISING**

#### **ASRC Marketing Campaign Status**

The CEO noted concerns with our marketing commitment to ASRC and will bring it up at the next CEO and ASRC meetings.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

- The Chair attended a meeting in Regina regarding the Governor Development Certification program.
  - It was suggested that having the CEO's away from work for 8 days is too costly and that a 2-day course will be offered next year.
- Brown Governance will fill the 50 spots with Advanced Education applicants and then open registration up to others.

### **CEO REPORT**

#### **Strategic Planning**

Follow-up arising from the session on January 29 was noted. The next session with Soparlo Consulting is scheduled for February 19, 2013.

### **Policy Approval**

The CEO noted that all policies are circulated to staff and that staff has 90 days to provide feedback.

Housekeeping items will be brought to the Board this spring and other items will be held until after the Governance Training.

Motion 02-13-54:       Winkel, that the Board give final approval for the implementation of Policies 1.0 Policy Development and 3.32 Criminal Reference Check.  
Carried.

### **SWOT Analysis**

The CEO reported that a SWOT analysis exercise was conducted with “all available” staff on January 21<sup>st</sup>. The results were reviewed at the Strategic Planning session on January 29<sup>th</sup>.

### **Communications Development**

The CEO noted that the implementation of Monday morning standing coffee meetings and monthly CEO e-newsletters will enhance staff communications.

### **Roger’s Communication**

City Saskatchewan met with the Senior Leadership Team to present opportunities for resources, development and advertising.

### **Leadership Letters**

The CEO reported that senior leadership “to do” lists have been prepared and confirmed with all directors on January 18<sup>th</sup>.

### **Template for Director Reports**

Each director has created a template to guide preparation of their monthly report to the Board.

*Director of Finance, Director of Administration and Director of Programs joined the meeting.*

## **DIRECTOR OF FINANCE REPORT**

### **Revenue and Expense Summary**

The Director of Finance reviewed the revenue and expense summary. The Board is pleased to continue with the more detailed reports.

### **Second Quarter Variance Analysis**

The Director of Finance presented the variance analysis for the quarter ending December 31, 2012. The Board would like to receive a variance analysis in November, February, May and a final in September.

### **Facility Update**

The Director of Finance gave a brief facility update.

### **Watrous**

Director of Finance is still waiting for the lease agreement. It was noted that the cost to build in Humboldt compared to the price offered in Watrous is similar.

### **Davidson**

A draft sales agreement was forwarded the Town of Davidson for review. Our target is to be moved out of the building by March 1, 2013.

*Trustee Chicilo ended his teleconference participation.*

Humboldt Education Centre

Our lawyer is having trouble getting a surveyor to look at this facility because so many of the systems in this building are shared which makes it difficult to separate ownership issues.

**DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed and received for information.

**DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed and received for information.

**OTHER**

**Correspondence**

The following correspondence was received for information purposes:

- Letter from Dr. Louise Greenberg, re: CEO participation in the GDCP
- Letter from Brian Shygera, ASRC President, re: CEO participation in the GDCP

**Next Meeting Date**

- March 19, 2013 in Humboldt at the Canalta Hotel
- April 16, 2013 at the One Arrow Equine Centre near Wakaw

**Information Items**

Strategic Planning Dates

- February 19, 2013 at the Bella Vista, Charleston & Richmond Meeting Room
- March 11, 2013 at the Bella Vista, Charleston & Richmond Meeting Room (Senior Administration only)
- April 15, 2013 at the Canalta Hotel

Payments

The reconciled November and December payments were received for information.

ACCC Framework to Address Shortages in Advanced Skills

Received for information.

Documentary: Generation Jobless

The documentary can be viewed on-line at [www.dreamfilm.ca](http://www.dreamfilm.ca)

ACCC Regional Meeting/Skills Summit

The CEO will attend the ACCC Regional Meeting/Skills Summit in Regina on March 7 and 8, 2013.

**In-Camera Session with CEO**

Motion 02-13-55:       Winkel, that the meeting move to an in-camera session at 11:37 a.m.  
Carried.

**In-Camera Session without CEO** - the CEO departed at 12:10 p.m.

Motion 02-13-56:       Bergerman, that the meeting move back into regular session at 12:28 p.m.  
Carried.

**Adjournment**

Motion 02-13-57:       Bergerman, that the meeting adjourn at 12:30 p.m.  
Carried.

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Chairperson

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Recorder