

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Held at the Canalta Hotel in Humboldt, SK
March 19, 2013 at 10:00 a.m.**

Participating: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees Leon Winkel and Denis Bergerman and Trustee Martin Chicilo participating 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 10:00 a.m.

AGENDA: The agenda was reviewed and the following item was added:
5.1.a Office Hours
Strategic Planning was moved to 5.1.b

Motion 03-13-58: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the February 7, 2013 regular meeting were reviewed.

Motion 03-13-59: Winkel, that the February 7, 2013 regular meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- The Chairperson and three Trustees attended module one of the Governance Training held in Saskatoon on March 15 and 16. The session evaluation will be quite important to communicate the positive and negative aspects of the training. Board member feedback will be taken back to the next advisory committee meeting in an attempt to improve the upcoming training.
- The Chairperson and the CEO will be attending the March 20th Budget presentation.

CEO REPORT

Office Hours

The CEO confirmed that the Humboldt office hours are 8 a.m. – 12 noon and 1 – 4:30 p.m. with the doors open over the lunch hour for occasional walk-in traffic.

Strategic Planning

Follow-up arising from the session on February 19 and the working session on March 11 was noted. The next session with Soparlo Consulting is scheduled for April 15, 2013 (9 a.m. – noon with the SLT and noon – 4:30 p.m. with the Board). The SLT has several meetings scheduled over the next two weeks with staff and students. Approval in principle will be sought at the April 16th Board meeting. Final approval will be as part of the Business Plan approval process at the May Board meeting.

Policy Approval

The SLT is in the process of reviewing the policy and procedure binder. The index of each section indicating the policies that are good, require housekeeping changes and those that require major revisions will be brought to the Board for information purposes this spring. Further changes will be put on hold until after the Governance training is completed.

Motion 03-13-60: Bergerman, that the Board give final approval for the implementation of Policy 3.18 Performance Evaluation.
Carried.

Motion 03-13-61: Winkel, that the Board give final approval for the implementation of Policy 6.15 Student Scholarships and Bursaries.
Carried.

Instructor Evaluation Development

Ken Riggs is working with the CEO and the Director of Administration on the development of observation and evaluation instruments and in-service training.

Student Awards Program Update

The CEO noted that the Marketing Facilitator has been soliciting business and industry for donations to the Student Awards program. As of February 28, 2013 the total, including matching contributions from the Saskatchewan Innovation and Opportunity Scholarship Program, is \$8,370.

2013-2014 Academic Calendar

The 2013 – 2014 Academic Calendar was presented by the CEO. It was noted that this is the first time an academic calendar has been done.

Contact Committees Policy 5. 10

The CEO discussed renewing the contact committee concept using School Community Council members. This option will be pursued through the Horizon School Division. Policy 5.10 will be reworked to reflect the new initiative.

Ownership of CTRC Humboldt Building

Following discussion, it was determined that CTRC will not pursue ownership at this time and continue with the current fifty-year lease.

Board Member Recruitment

The CEO noted that applications will be discussed in-camera.

CTRC Open House and Admission Day April 18, 2013

The CEO invited the Board members to attend the Open House and Admission Day on April 18th from 1 – 8 p.m.

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.

Facility Update

The Director of Finance gave a brief facility update.

Watrous Practical Nursing Facility

Director of Finance is still waiting for the lease agreement. Once the lease has been completed, it will be emailed to all Board members and a conference call will be set up to provide Board approval of the lease.

Davidson

The CEO reported that the cheque from the Town of Davidson has been received and the sale of the Davidson facility is complete.

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:

- Student Initiatives Unit re: Student Loan Repayment
- PIER Regional Development Fund Disbursement
- SGI – Auto Fund Division re: Business Recognition Assessment

Next Meeting Date

- April 16, 2013 at the One Arrow Equine Centre near Wakaw. The Board and SLT will participate in equine training “team building” activities.

Information Items

Strategic Planning Dates

- April 15, 2013 at the Canalta Hotel beginning with lunch at noon

Payments

The reconciled January payments were received for information.

Year-End Celebrations

A staff appreciation event will take place on June 14th at the Manitou Golf Course.

The program graduation schedule was circulated. Members will advise the Administrative Assistant of their availability.

Chamber of Commerce Awards of Excellence

Carlton Trail Regional College purchased a table of eight for this event on March 22nd in Humboldt. Board members will advise the Administrative Assistant of their availability.

In-Camera Session with CEO

Motion 03-13-62: Winkel, that the meeting move to an in-camera session at 12:50 p.m.
Carried.

Motion 03-13-63: Dominguez, that the meeting move back into regular session at 1:25 p.m.
Carried.

Board Meeting Self-Assessment

The Board members completed a self-assessment of today's meeting and provided their responses to the Board Chair for follow-up.

In-Camera Session without CEO - the CEO departed at 2:05 p.m.

Motion 03-13-64: Bergerman, that the meeting move to an in-camera session at 2:05 p.m.
Carried.

Motion 03-13-65: Winkel, that the meeting move back into regular session at 2:11 p.m.
Carried.

Adjournment

Motion 03-13-66: Winkel, that the meeting adjourn at 2:12 p.m.
Carried.

Chairperson

Recorder