

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Held at the Equine Centre at the One Arrow Reserve
April 16, 2013 at 1:00 p.m.**

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

Regrets: Trustee, Denis Bergerman
Director of Programs Shelley Romanyszyn-Cross

TO ORDER: The Chairperson called the meeting to order at 1:12 p.m.

AGENDA: The agenda was reviewed and item 5.4 was updated to reflect correct dates:
5.4 ASRC Update – May 15th Governor Training, May 16th ASRC AGM

Motion 04-13-69: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the March 19, 2013 regular meeting and the March 25, 2013 conference call were reviewed.

Motion 04-13-70: Winkel, that the March 19th regular meeting minutes be approved as presented.
Carried.

Motion 04-13-71: Winkel, that the March 25th conference call minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- The Chairperson and CEO attended the Provincial Budget announcement on March 20, 2013.

Reappointment of Board Members

Trustees Hepp and Dominguez Board appointments expire September 29, 2013.

Motion 04-13-72: Winkel, that the Board advise the Minister of its support of the requests of trustees Hepp and Dominguez to have their appointments extended for a three-year term.
Carried.

CEO REPORT

Budget 2013

The CEO reported a 2.1% increase in funding. It is unclear if Advanced Education is going to cover the collective agreement salary increases. It was suggested to set up a fund to cover the salary increases.

Open House

The April 18th Open House plans are going well. Board members are encouraged to attend.

Strategic Planning

The CEO thanked the Board members and the Senior Leadership Team for their work in the development of the Strategic Plan. It was noted that a continuous agenda will be developed for the upcoming year. Soparlo Consulting will be working with the Board to develop a CEO evaluation and a risk management plan. The strategy map, as well as the strategic destination and the value proposition, will be distributed to all staff.

Motion 04-13-73: Chicilo, that the Board give “approval in principle” to the 2013-2016 strategic plan.
Carried.

ASRC Update

ASRC Governor training will take place in Saskatoon on May 15th. On May 16th ASRC will hold its AGM. It was noted that only ASRC members are allowed to vote but others are welcome to attend the AGM.

Student Loan Process Audit

The CEO reported that CTRC is doing an excellent job with no improvements required to the student loan process.

CTRC Partnership Report

The database listing various partnerships was received for information. It was noted that formalizing partnerships between First Nations and CTRC using a Memorandum of Understanding is beneficial. The partnership report will be updated and circulated to the Board on an annual basis.

Business and Industry Report

This database lists CTRC’s relationship with business and industry including points of contact. This report will also be circulated to the Board on an annual basis.

Potash Update

The potash industry update was received for information. Discussion ensued surrounding various options of responding to the skilled labour shortage and increasing our training capacity.

DIRECTOR OF FINANCE REPORT

- The information technology assistant has resigned effective April 30, 2013
- Went live with the updated accounting system on Monday with just a few glitches
- Still waiting for Ministerial approval of the PN facility lease
- Greater Saskatoon Catholic School Division is taking the lead in negotiating with Horizon School Division regarding interest charged on the Humboldt Education Centre project

Revenue and Expense Summary

The Director of Finance reviewed the revenue and expense summary.

The CEO noted that there are three mobile labs, previously purchased by the Ministry, available for trades training. SIAST manages the labs and they are currently being under-used. CTRC will explore the usage and the feasibility of using the labs.

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

Currently awaiting a response from the Ministry regarding our Board member appointments.

Next Meeting Date

May 21, 2013 Canalta Hotel, Humboldt, SK

June 14, 2013 Staff/Board Appreciation – Manitou Golf Course

June 19, 2013 Canalta Hotel, Humboldt, SK

Information Items

Payments

The reconciled February payments were received for information.

Year-End Celebrations

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

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.

Adjournment

Motion 04-13-74: Chicilo, that the meeting adjourn at 2:50 p.m.
Carried.

Chairperson

Recorder