

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Held at the Canalta Hotel, Humboldt, SK
May 21, 2013 at 10:00 a.m.**

Participating: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees Leon Winkel, Denis Bergerman, Martin Chicilo (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 10:05 a.m.

AGENDA: The agenda was reviewed and approved as presented.

Motion 05-13-75: Winkel, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the April 16, 2013 regular meeting were reviewed.

Motion 05-13-76: Dominguez, that the April 16, 2013 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

Reappointment of Board Members

The letter to Minister Morgan requesting the re-appointment of Trustees Hepp and Dominguez was received for information. We are still awaiting a response from the Ministry regarding additional appointments.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson attended the ASRC governor training and the ASRC AGM.

CEO REPORT

Three-Year Strategic Plan

The 2013-2016 Strategic Plan was reviewed.

Motion 05-13-77: Chicilo, that the Board approves the 2013-2016 strategic plan.
Carried.

Policy Review/Revision

The CEO reviewed the policy manual renewal process. The CEO reviewed the chart that listed the policies and procedures and grouped them into three groups: no changes, housekeeping changes and major changes.

Motion 05-13-78: Winkel, that the Board approves the housekeeping revisions to the Policy and Procedure Manual.
Carried.

Brown Governance Report and Response

The CEO reviewed the response to the Brown Governance Report including the most recent correspondence from the Ministry dated May 6, 2013 (circulated at the meeting).

Motion 05-13-79: Dominguez, that the Board approves the response to the August 12, 2012 Brown Governance Current State Inventory, effective May 1, 2013.
Carried.

Open House April 18, 2013

The event was very successful with close to 300 visitors in attendance. The Open House will be an annual event.

Board Meeting Dates

Motion 05-13-80: Bergerman, that the Board sets its 2013- 2014 regular meeting dates on the 3rd Tuesday of each month.
Carried.

Continuous Agenda

The continuous agenda, detailing various items that are scheduled throughout the year, was reviewed.

Motion 05-13-81: Winkel, that the Board adopt the 2013-2014 continuous agenda with the October meeting scheduled for Punnicthy, the May meeting scheduled for Watrous and all other meetings scheduled for Humboldt.
Carried.

Due to a scheduling conflict, the June regular meeting and AGM was moved to Monday, June 17th.

Humboldt and District Services

The CEO noted that Carlton Trail Regional College continues to participate in this program.

ACCC Transfer Principles

The CEO reported that ACCC has a set of transfer principles that make it is easy for students to transfer and are asking College Boards to consider the endorsement of the principles.

Motion 05-13-82: Bergerman, that the Board adopt the ACCC Transfer Principles.
Carried.

ASRC Arbitration

The CEO made the Board aware that ASRC may proceed to arbitration and that the costs will be shared among Regional Colleges.

Marketing Plan

The CEO commended the Marketing Facilitator on her hard work. It was noted that this three-year plan provides a wide array of information including communication procedures, marketing and branding strategies, recruitment and scholarship strategies, logo, tag line and name discussion. The Marketing Facilitator will be making a presentation to the Board later this morning.

SLT joined the meeting at 11 a.m.

2013-2014 Business Plan

The CEO presented the 2013-2014 Business Plan.

It was noted that the Ministry will not be funding the Collective Agreement salary increases due to the current reserves of the Regional Colleges. It was suggested by the Ministry to take the funds out of unrestricted reserves.

The CEO will bring a priority list spending the reserves to the Board in June for consideration and approval. 2013 will end with approximately \$600,000 in unrestricted reserves.

Advanced Education will be meeting with the Senior Leadership Team on Friday to discuss the Business Plan prior to the submission to the Ministry.

Motion 05-13-83: Bergerman, that the Board approves the 2013-2014 Business Plan as presented.
Carried.

SGEU Collective Agreement Ratification

SLT reviewed the agreement and provided clarification on a few articles. The ratification procedure ratification was discussed.

Motion 05-13-84: Dominguez, that the Board ratifies the Memorandum of Agreement between SGEU and Saskatchewan Regional Colleges effective September 1, 2012 to August 31, 2016.
Carried.

Marketing Plan

Guest: Val Koroluk, Marketing Facilitator

The Marketing Facilitator presented the integrated marketing and communication plan that included a variety of strategies that are reflected in the current strategic plan. A variety of recommendations were discussed including a logo change, removing “regional” from our name and tagline testing. Projected operating budget, not including salaries, for 2013-2014 is approximately \$100,000.

DIRECTOR OF FINANCE REPORT

Revenue and Expense Summary

The Director of Finance reviewed the revenue and expense summary. It was noted that we recently received confirmation of funding from the ministry for the fire alarm at the welding shop.

Capital Plan Submission

The Director of Finance reviewed the capital submission that was submitted to the Ministry. It was noted that the lease with HZSD for Wynyard, Watrous and Punnichy facilities will be extended.

Third Quarter Variance Analysis

The Director of Finance presented the variance analysis for the quarter ended March 31, 2013.

Motion 05-13- 85: Bergerman, that the Board accept the Director of Finance reports as presented.
Carried.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed.

Motion 05-13-86: Dominguez, that the Board approve the Director of Program's report as presented.
Carried.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration's report was reviewed.

Motion 05-13-87: Winkel, that the Board approve the Director of Administration's report as presented.
Carried.

OTHER

The following correspondence was received for information:

- Louise Greenberg, Deputy Minister – Governance Plan, April 19, 2013
- Minister Morgan – Board Recruitment, April 23, 2013
- Minister Morgan – PN Lease Approval, April 23, 2013

Next Meeting Date

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

June 17, 2013 Regular Board Meeting / AGM - Canalta Hotel, Humboldt, SK

Information Items

Payments

The reconciled March payments were received for information.

Year-End Celebrations

The program graduation schedule was circulated. Trustees and management will advise the Administrative Assistant of their availability.

Board / Staff Appreciation Barbeque

The CEO invited the Board members to attend the June 14th event.

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 with CEO

Motion 05-13-88: Bergerman, that the meeting moves to an in-camera session at 1:45 p.m.
Carried.

Motion 05-13-89: Bergerman, that the meeting moves back into regular session at 2:20 p.m.
Carried.

Adjournment

Motion 05-13-90: Dominguez, that the meeting adjourn at 2:21 p.m.
Carried.

Chairperson

Recorder