

**Minutes of the Regular Meeting of  
The Board of Trustees of  
Carlton Trail Regional College  
Held at the Punnichy Curling Rink  
Punnichy, SK  
October 15, 2013 at 10:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Trustees 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

**REGRETS:** Vice Chairperson Luz Marina Dominguez and Trustee, Leon Winkel

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

**AGENDA:** The agenda was reviewed.

Motion 10-13-11: Bergerman, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the September 17, 2013 regular meeting and annual meeting were reviewed.

Motion 10-13-12: Bergerman, that the September 17, 2013 regular meeting minutes be approved as presented.  
Carried.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

The Chairperson reported that he attended a meeting on September 18th with the Deputy Ministers of Advanced Education and the Economy to discuss increasing the capacity of the regional colleges in Saskatchewan.

### **CEO REPORT**

#### **Correspondence and timely responses required (see 9.1)**

The CEO reported that, if time allows, all correspondence concerning the Board will be brought to the Board prior to sending. It was noted that the correspondence listed in 9.1 required a timely response and was not vetted through the Board prior to sending.

#### **Engagement with Ministries**

The CEO reported on the following events:

- ADM, David Boehm's visit on September 25<sup>th</sup>
- Operations Forecast Meeting in Regina on September 27
- Minister Norris' planned visit rescheduled to November 1

#### **Presentation to the Humboldt Chamber of Commerce**

The CEO made a presentation at the Humboldt Chamber of Commerce luncheon on September 24<sup>th</sup>.

### **Creation of CTRC Humboldt Student Association**

The CEO reported that, to enhance the student experience, the CTRC Humboldt Student Committee was created. There will be monthly meetings whereby various topics will be addressed including planning social and health and wellness activities throughout the year.

### **Approval of the College Logo**

The CEO distributed logo options A and B as well as different ways the two logos could be used in advertising. The Board members reviewed and discussed the logo options.

Motion 10-13-13:       Bergerman, that the Board endorse Logo A as the primary logo for Carlton Trail College.  
Carried

### **Community Sponsorship and Public Relations**

The CEO noted that all requests will begin with Marketing and then be vetted through the SLT and will be reported back to the Board on an annual basis. It was noted that community support will be spread around the region and that the rationale for support will be considered.

Motion 10-13-14:       Bergerman, that the Board authorize an annual expenditure of up to \$3,000 for community sponsorships.  
Carried

### **Office Relocation**

The CEO reported that the administrative offices are scheduled to move during the week of October 25<sup>th</sup>.

### **Update from the CEO Council Meeting of September 26<sup>th</sup>**

The CEO reported that at the CEO Council meeting, Ms. Crossman requested to only work part-time effective July 1 2014. CEO Council supported a motion of a half-time contract for two years with Ms. Crossman reporting to the CEO Council. Various options were discussed and it was noted that the final decision will be made at the ASRC table.

### **Balanced Scorecard**

In keeping with the planned reporting schedule developed with the Strategic Plan, the CEO presented a balanced scorecard for the Board's information.

### **DIRECTOR OF FINANCE REPORT**

The Director of Finance's report was reviewed.

### **Practical Nursing Facility**

- A furniture tender, as well as a smart-board tender, went out last week.
- We will have a 90-day grace period without paying rent while we undertake lease-hold improvements.

### **2012-2013 Financial Statements**

The Director of Finance reported that we received approval from the Provincial Comptroller on Friday and the Provincial Auditor approved the changes this morning.

Motion 10-13-15: Chicilo, that the Board approve the final 2012-2013 Financial Statements as approved by the Provincial Auditor and the Provincial Comptroller.  
Carried.

### **Revenue and Expense Summary**

The Director of Finance reviewed the revenue and expense summary and noted that most of the programming is off to a strong start.

### **DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed and additional comments made on the following:

- ACCC – Indigenous Symposium – The ABE and Student Services Managers will be submitting a proposal to share our best practices from our work at the One Arrow First Nation at the upcoming ACCC Conference in Vancouver.

*Trustee Chicilo departed the meeting at 11:16 a.m.*

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed and additional comments made on the following:

- Current Staff List – budgeted vs. current FTE

### **OTHER**

The following correspondence was received for information:

- Louise Greenberg, Deputy Minister AE, re: SIAST Act Amendments, October 1, 2013
- Humboldt 2016 Saskatchewan Summer Games Bid Committee, October 1, 2013
- Honourable Jason Kenney, re: Canada Job Grant, October 1, 2013
- Minister Norris, re: Out-of-Scope Salary Increases , October 3, 2013

### **Next Meeting Date**

November 19, 2013 in Humboldt at the HZSD Office at 10 a.m.

### **Information Items**

#### **Payments**

The reconciled July and unreconciled August and September payments were received for information.

### **Board Meeting Self-Assessment**

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

**In-Camera Session with CEO**

Motion 10-13-16:       Bergerman, that the meeting moves to an in-camera session at 11:50 a.m.  
Carried.

Motion 10-13-17:       Bergerman, that the meeting moves back into regular session at 12:05 p.m.  
Carried.

**In-Camera Session without CEO**

Motion 10-13-18:       Bergerman, that the meeting moves to an in-camera session at 12:05 p.m.  
Carried.

Motion 10-13-19:       Bergerman, that the meeting moves back into regular session at 12:15 p.m.  
Carried.

**Adjournment**

Motion 10-13-20:       Bergerman, that the meeting adjourn at 12:16 p.m.  
Carried.

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Chairperson

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Recorder