

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Horizon School Division Office
Humboldt, SK
November 19, 2013 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Trustees Denis Bergerman, Martin Chicilo, Luz Marina Dominguez, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Recorder Sheri Ulrich

REGRETS: Trustee, Leon Winkel

TO ORDER: The Chairperson called the meeting to order at 10:00 a.m.

AGENDA: The agenda was reviewed and the following was added:
9.3.2 BHP Information Sessions

Motion 11-13-21: Bergerman, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the October 15, 2013 regular meeting and annual meeting were reviewed.

Motion 11-13-22: Bergerman, that the October 15, 2013 regular meeting minutes be approved as presented.
Carried.

Board Meeting Attendance

The Chairperson asked that, to ensure a quorum at our meetings, members notify the office or the Chairperson as soon as possible, if they are not able to attend.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson reported that he attended the advocacy social at the Legislative building with MLAs, CEOs and Board Chairs.

ASRC Update

The Chairperson and CEO attended the October 31st ASRC meeting. At that meeting the Executive Director's request to sub-contract with the Regional Colleges to provide labour relations services and not renew her contract was discussed. It was noted that the advocacy portion of the position would stay with the ASRC Executive Director.

The value of the Executive Director position and ASRC were discussed. Concern was expressed surrounding the dollar commitment relative to the value to the Region College system at present. There was also concern surrounding accountability and the reporting mechanisms currently in use as well as the composition of the ASRC Board.

Changes to the Canada Job Grant may result in a shortfall of \$9 million in ABE funding for Saskatchewan Regional Colleges.

CEO REPORT

2012-2013 Annual Report Approval - moved to later on the agenda when the SLT is present for discussion

Board Governance Health Check

Board members are asked to complete the health check and provide it to the CEO for compilation for the December meeting.

ACCC Annual Conference

Board members are encouraged to check their calendars and advise administration accordingly so that we can register conference participants. Accommodations will be booked now and conference registration will be brought back to the Board at the December meeting.

Laura Soparlo Consulting

Board and CEO evaluation documents are taking shape and will be provided for feedback with the December Board meeting package. In January, Ms. Soparlo will meet with the SLT to start the work around enterprise risk management.

Overview of Minister Norris' Visit of November 1, 2013

The CEO noted that the Minister's visit and tour of the facilities on November 1st went very well.

SLT joined the meeting at 11:00 a.m.

Regional Colleges' Senior Leadership Forum held November 6, 2013

The Senior Leadership Team attended the forum. It was noted that the information sharing and getting together with colleagues were beneficial.

Continuous Agenda Alterations

In order to accommodate a Ministry roundtable on ABE, we will have the ABE Manager present her ABE Report in March and the Enterprise Manager will report in April. An updated continuous agenda will be circulated at the December meeting.

DIRECTOR OF FINANCE REPORT

The Director of Finance's report was reviewed and the following was noted:

- The current lease of our PN facility will be extended by one month to allow for moving and clean-up. The new facility has been approved for CommunityNet.

Revenue and Expense Summary

The Director of Finance reviewed the revenue and expense summary and noted a net deficit of \$41,866 and projected to end the year with an unrestricted operating surplus of \$318,485.

First Quarter Variance Analysis

The Director of Finance reviewed the first quarter variance analysis.

Motion 11-13-23: Dominguez, that the Board approve the financial report as presented by the Director of Finance.
Carried.

2012-2013 Annual Report Approval

The CEO presented the draft 2012-2013 Annual Report.

The Director of Programs discussed student numbers and student outcomes.

Motion 11-13-24: Dominguez, that the 2012-2013 Annual Report be approved as presented.
Carried.

DIRECTOR OF PROGRAMS REPORT

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

- Update on the Yellow Quill meeting and the BHP meeting
- ACCC presentation proposal has been accepted
- Offering a second Electrician program this 2013/14 fiscal year

DIRECTOR OF ADMINISTRATION REPORT

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

- The IT support position has been filled and starts tomorrow
- One Arrow ABE instructor has recently resigned and we are currently recruiting
- Visit to regional offices was very informative

SLT departed the meeting at 12:30 p.m.

OTHER

The following correspondence was received for information:

- Email to Darcy Cherney, AE, re: SIAST Act Amendments, November 4, 2013
- 2013-2014 ASRC Membership List

Next Meeting Date

December 17, 2013 in Humboldt at the HZSD Office at 10 a.m.

The CEO proposed that after the December meeting the Board and SLT meet for a Christmas lunch, and following lunch participate in the wine and cheese scholarship event.

The January regular Board meeting was moved to the 14th due to the Chair's unavailability on the 21st.

Information Items

Payments

The reconciled August and unreconciled September and October 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 11-13-25: Chicilo, that the meeting moves to an in-camera session at 12:55 p.m.
Carried.

Motion 11-13-26: Chicilo, that the meeting moves back into regular session at 2:44 p.m.
Carried.

Adjournment

Motion 11-13-27: Bergerman, that the meeting adjourn at 2:45 p.m.
Carried.

Chairperson

Recorder