

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Charleston Room of the Bella Vista Inn
Humboldt, SK
December 17, 2013 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Martin Chicilo, Leon Winkel (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: Trustee, Denis Bergerman

TO ORDER: The Chairperson called the meeting to order at 10:07 a.m.

AGENDA: The agenda was reviewed and the following was added:
5.7 Season's Greetings

Motion 12-13-28: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the November 19, 2013 regular meeting were reviewed.

Motion 12-13-29: Chicilo, that the November 19, 2013 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

Continuous Agenda Update

An updated continuous agenda was circulated. The January 14th regular meeting date was confirmed.

ACCC Attendance

All Board members will be registered to attend the ACCC Annual Conference in Ottawa on May 25 – 27, 2014.

Laura Soparlo CEO/Board Evaluation (see CEO Report 5.2)

Governance Health Check Summary

The CEO presented the Governance Health Check summary and noted the low rating of the public engagement and relations sections. Discussion ensued regarding various avenues to increase public engagement including students, First Nations, MLAs and Mayors of local communities. The January or February Board meeting agenda will include discussion regarding a strategy to increase awareness and engagement.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson reported that he attended the ASRC meeting on December 5 and noted discussion will take place under the CEO Report.

CEO REPORT

Increasing Credit Card Limits

The CEO provided background information regarding the current credit card limits and processes. Upon approval of the changes to the policy, procedures will be developed to ensure accountability.

Motion 12-13-30: Winkel, that Policy 2.6 be revised to read: “The Board authorizes the CEO to obtain credit cards as appropriate in the name of the College with a combined borrowing limit of \$75,000.”

Carried.

Board and CEO Evaluation Instruments

The Board and CEO evaluation documents were distributed for review. The evaluation will be completed once a year using an on-line survey tool with the summary available for discussion at the June meeting. The final evaluation documents will be brought to the Board at the January meeting for approval. It was noted that a 360 degree CEO evaluation could be done in the future and it was suggested that this comprehensive evaluation tool could be used to evaluate the senior leadership team.

In January Ms. Soparlo will meet with the SLT to start the work around enterprise risk management.

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

The Skills Training Manager, Rosalie Ronellenfitsch, joined the meeting and presented her report. The announcement of the Potash Corporation layoffs may provide an opportunity for the College to address training gaps.

Recess for lunch from 12 – 1 p.m.

LERN Annual Conference

The CEO attended the LERN Annual Conference in San Francisco in November. The conference sessions were excellent and the CEO brought back good information for the College.

Brown Governance

The Accountability and Governance Current State Inventory project now requires a detailed action plan. The December 2013 action plan was distributed and reviewed by the CEO. This document will be forwarded to the Ministry on December 23rd.

The Executive Governance Program for senior leaders is tentatively scheduled for March 2014. Carlton Trail will be participating in this training.

ASRC

The Chairperson and CEO attended the December 6th 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 current contract was further discussed. A strategic planning session will take place on March 27 and 28, facilitated by Laura Soparlo of Soparlo Consulting.

Humboldt Emergency Services Charity Event

The College has purchased a table for the February 1, 2014 charity event in Humboldt. Please advise the office if you (and your spouse) are interested in attending on behalf of the College.

Season's Greetings

- Electronic Christmas cards were sent to our community partners on behalf of the Board and CEO
- Floral arrangements were sent to each office on behalf of the Board
- December 18th Christmas student and staff luncheon in Humboldt
- Food bank collection
- Closing Christmas Eve at 3 p.m.

DIRECTOR OF FINANCE REPORT

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

- Issues with SaskPower may delay the completion of the Watrous LPN project; back-up measures are being considered.
- Sector Business Advisory Group:
 - looking at the potential risk of our data being on "the cloud"
 - concern regarding personal use of the internet at the workplace and the impact of copyright laws
- Currently developing protocol and installing sharps containers for the proper handling of needles.

Revenue and Expense Summary

The Director of Finance reviewed the revenue and expense summary.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed.

DIRECTOR OF ADMINISTRATION REPORT

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

- Positive response to the Pacific Institute training.

OTHER

Next Meeting Date

January 14, 2014 in Humboldt at the HZSD Office at 10 a.m.

Information Items

Payments

The reconciled 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.

SLT departed the meeting at 1:30 p.m.

In-Camera Session with CEO

Motion 12-13-31: Dominguez, that the meeting moves into an in-camera session at 2:23 p.m.
Carried.

Motion 12-13-32: Winkel, that the meeting moves back into regular session at 3:00 p.m.
Carried.

Adjournment

Motion 12-13-33: Chicilo, that the meeting adjourn at 3:00 p.m.
Carried.

Chairperson

Recorder