

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Horizon School Division
Humboldt, SK
January 14, 2014 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Trustees, Denis Bergerman, Leon Winkel, Martin Chicilo (via teleconference), CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Records Sheri Ulrich and Leanne Sylvestre

REGRETS: Vice Chairperson, Luz Marina Dominguez

TO ORDER: The Chairperson called the meeting to order at 10:02 a.m.

AGENDA: The agenda was reviewed and the following were added:
9.1.1 Correspondence from Employment and Social Development
re: Canada Job Grant, January 2, 2014
9.3.2 - Discover Humboldt – Scholarship Event Coverage
- Upcoming Graduation Schedule
- Parkland Chairperson Announcement

Motion 01-14-34: Bergerman, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the December 17, 2013 regular meeting were reviewed.

Motion 01-14-35: Bergerman, that the December 17, 2013 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

Public Engagement and Relations Strategy Discussion

The Board members brainstormed various ways of increasing public engagement and relations:

- Invite community partners to a Board meeting (short ppt presentation will have to be prepared)
 - MPs/MLAs
 - Minister Norris – maybe consider meeting at the Legislature
 - Mayor Malcom, as well as other local mayors
 - Business and industry
 - Potash Mines
 - HZSD and other school divisions – consider English summer camps
 - Health Districts
 - First Nations
 - Continue inviting staff to make presentations at Board meetings
- Attend graduations, grand opening of facilities, Chamber events/meetings, charity and other community events
- Submit a College update quarterly to local newspapers
- Run radio ads/announcements on Bolt FM / other local radio stations
- Increase public perception - electronic survey going out later in January

It was noted that follow-up is very important as well as staff/instructor support.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson reported that a conference call has been scheduled with Laura Soparlo to discuss the upcoming ASRC strategic planning session.

CEO REPORT

Balanced Scorecard

The CEO reviewed the balanced scorecard (BSC) status for the second reporting period. It was suggested to look at the BSC with Ms. Soparło when developing our risk management strategy. It was noted that after using the BSC this year, we will be able to refine the measurements and choose fewer, more effective measuring tools.

Draft Board Charter and Bylaws

In 2012, Brown Governance identified that the College was deficient in the areas of Board Charter and Bylaws. The CEO reviewed the draft Board Charter and Bylaws. It was noted that many points reflect items from the Regional College Act.

The final Board Charter and Bylaws will be brought to the Board in February for approval.

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

The Student Services Manager, Jill Lees, joined the meeting and presented her report.

Jill Lees departed the meeting 11:50 a.m.

Trustee Chicilo departed the meeting at 11:55 a.m.

The meeting recessed for lunch.

**Confirmation of Attendance at Humboldt Emergency Services Charity event February 1st and
ACCC Annual Conference May 25 – 27th**

Please advise the office if you are interested in attending the above-noted events.

Board and CEO Evaluation Instruments

The CEO noted that the survey monkey version of the evaluation instrument was emailed the beginning of January for the Board members to review.

Motion 01-14-36: Winkel, that the Board authorize the use of Board and CEO evaluation instruments, as presented, for the 2013-2014 year.
Carried.

The CEO will contact Ms. Soparlo and ask that she presents the results of the CEO and Board evaluation at the June Board meeting.

Political Forum

The CEO did not attend the Saskatchewan Chamber of Commerce “Political Forum” held January 9, 2014 due to inclement weather and road conditions.

DIRECTOR OF FINANCE REPORT

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

- PN facility
 - SaskPower delayed due to equipment break down and extreme weather
 - Students will complete their work practicums and return to the PN classroom on February 24th
 - If SaskPower is delayed much longer the College may have to contact the Deputy Minister for assistance

Revenue and Expense Summary

The Director of Finance reviewed the revenue and expense summary.

The Director of Finance departed the meeting.

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:

- Carol Jackson took the PDA position; currently recruiting for a receptionist.
- February 10 staff in-service will focus on Privacy Legislation training.
- The challenge of recruiting qualified instructors still exists due to the unique program locations and term contracts.

OTHER

Next Meeting Date

February 18, 2014 in Humboldt at the HZSD Office at 10 a.m.

It was noted that when the continuous agenda for the next fiscal year is prepared, January is a month that we may not need a meeting due to the late December meeting as well as the extended holiday office closure.

Information Items

The following information items were received for information:

- January 2nd correspondence from Employment and Social Development Canada re: Canada Job Grant
- Scholarship event media coverage
- Parkland Chair announcement
- Graduation schedule – plumbing in Humboldt on January 29th – please contact the office if you are able to attend.

Payments

The reconciled November 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 1:10 p.m.

In-Camera Session with CEO

Motion 01-14-37: Bergerman, that the meeting moves into an in-camera session at 1:15 p.m.
Carried.

Motion 01-14-38: Winkel, that the meeting moves back into regular session at 2:44 p.m.
Carried.

Adjournment

Motion 01-14-39: Bergerman, that the meeting adjourn at 2:45p.m.
Carried.

Chairperson

Recorder