

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Horizon School Division
Humboldt, SK
February 19, 2014 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Leon Winkel, Martin Chicilo (via teleconference), CEO Ivan Yackel, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Recorder Sheri Ulrich

REGRETS: Director of Finance, Andy Burgess

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

AGENDA: The agenda was reviewed as presented.

Motion 02-14-40: Dominguez, that the agenda be approved as presented.
Carried.

BUSINESS ARISING

Public Engagement and Relations Strategy Discussion

Motion 02-14-41: Winkel, that the fourth minor bullet under Public Engagement and Relations Strategy Discussion in the minutes should read “business and industry”.
Carried.

Board Charter and Bylaws

See CEO Report below.

MINUTES

The minutes from the January 14, 2014 regular meeting were reviewed noting the amendment.

Motion 02-14-42: Bergerman, that the January 14, 2014 regular meeting minutes be approved as amended.
Carried.

DIRECTOR OF PROGRAMS REPORT

The Director of Program’s report was reviewed.

Program Update

The Director of Programs reviewed her report and noted the following:

- Fishing Lake has made a request for programming this spring
- One Arrow facility maintenance not completed – in the future the College may budget for contractors to complete the work to ensure facilities are ready for training
- Yellow Quill ABE program has been moved to the Archerwill School

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration’s report was reviewed.

SLT departed the meeting at 10:35 a.m.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson reported that he attended the University of Regina Senate meeting on February 7th.

CEO REPORT

Board Charter and Bylaws

The CEO reviewed the proposed Board Charter and Bylaws. It was noted that many of the policies that require work are covered off in the Board Charter and Bylaws.

Motion 02-14-43: Bergerman, that the Board adopt the Board Charter and Bylaws as presented.
Carried.

Policy Review

The “Policy Development Action Plan” and the January 1, 2014 list of “Existing Policies Potentially Requiring Major Revision” identify the policy work that will be brought forward over the next two years. By June of 2016 all policies will be completed and updated. The policies will then be reviewed on an annual basis.

Policy 3.22 Recruiting of Out-of-Scope Staff

Policy name change and the addition of the second paragraph were noted by the CEO.

Motion 02-14-44: Bergerman, that the Board accept the changes to Policy 3.22 Recruitment, Selection and Retention of Out-of-Scope Staff, as presented, as a housekeeping amendment.
Carried.

Adding Advocacy Engagement and Public Relations to the Board’s Continuous Agenda

The CEO reviewed the list of activities/strategies that could be used to increase public engagement and relations. Items will be added, where appropriate, to the continuous agenda. The 2014-2015 continuous agenda will be brought to the Board for approval at the June meeting.

New Board Member Orientation

The CEO reviewed the items that may be included in the Board member orientation package. It was decided that the Chairperson and the CEO would meet with the perspective new members at the College and work through the package and tour the facility. The rest of the Board would join them for lunch/supper for an informal visit.

The CEO will contact the Ministry in April if we do not hear anything regarding Board appointments.

11:20 a.m. - Marketing Facilitator, Val Koroluk, joined the meeting and presented her report.

Trustee Chicilo departed the meeting at 12:00 p.m.

The meeting recessed for lunch.

Marketing Facilitator report continued.

Val Koroluk departed the meeting 1:15 p.m.

Lease Renewal with Horizon School Division

Motion 02-14-45: Winkel, that the Board authorize a two-year lease extension with Horizon School Division for properties in Wynyard, Punnichy and Watrous.
Carried. (Trustee Bergerman abstained)

Open House Dates

April 28th in Wynyard
April 29th in Southey
April 30th in Watrous to celebrate the LPN facility grand opening
May 1st in Humboldt
Specific details will be circulated closer to the event.

Academic Calendar 2014-2015

The CEO shared the 2014-2015 Academic Calendar including various staff and student events that Board members may want to attend.

Year-End Celebrations

The list of year-end celebrations was reviewed and Board members volunteered to attend and bring greetings. Board attendance at year-end celebrations was discussed. Background information will be provided to Board members prior to the event. A protocol will be developed to ensure that where necessary a consistent celebration is held for each program.

Paperless Meetings

In May and June we will run paperless meetings, with paper back-up. Starting in September, we will attempt to run all meetings with only an electronic format.

Board members requiring hardware may choose to enter in a letter of understanding with Carlton Trail College for the loan of a device while they serve on the Board.

ASRC Survey and Supporting Documentation

Laura Soparlo has been hired to develop a strategic plan for ASRC on March 27 and 28th.
The Board, together with the CEO, completed the survey to assist in the strategic planning session.

Business Card Discussion

The CEO asked if the Board members were interested in business cards. A minimum amount of business cards will be ordered for each Board member.

DIRECTOR OF FINANCE REPORT

The Director of Finance's report was reviewed.

Revenue and Expense Summary

The revenue and expense summary was received for information.

OTHER

Next Meeting Date

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

- Trustee Winkel will not be attending the March meeting.

April 16, 2014 in Humboldt at the HZSD Office

May 21, 2014 in Watrous at the Town Office

June 17, 2014 in Humboldt at the HZSD Office

Information Items

The following information items were received for information:

ACCC

ACCC has changed their name to “Colleges and Institutes Canada”.

Federal Budget

The Federal Budget was released on February 11th.

College Media Release

The City TV Series will be put on memory sticks and given to Board members to view.

(On-line links were subsequently emailed to all Board members)

Payments

The reconciled December 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 02-14-46: Dominguez, that the meeting moves into an in-camera session at 2:40 p.m.
Carried.

Motion 02-14-47: Winkel, that the meeting moves back into regular session at 3:30 p.m.
Carried.

Adjournment

Motion 02-14-48: Dominguez, that the meeting adjourn at 3:32 p.m.
Carried.

Chairperson

Recorder