

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail College
College Office, Classroom #152
Humboldt, SK
March 18, 2014 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Martin Chicilo, 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 10:03 a.m.

AGENDA: The agenda was reviewed and the following items were added:

- 5.5 Public Perception Survey Results
- 5.6 Brown Governance Workshop held March 13 and 14
- 5.7 Legislative Input Process
- 5.8 ACCC Flight Arrangements

Motion 03-14-49: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the February 19, 2014 regular meeting were reviewed. It was noted that there has not been progress regarding spring programming for Fishing Lake.

Motion 03-14-50: Bergerman, that the February 19, 2014 regular meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson and the CEO will be attending the ASRC meeting and strategic planning session lead by Laura Soparlo next week. The previous strategic direction of ASRC was discussed.

CEO REPORT

Revisit Strategic Plan

The CEO reviewed the Strategic Plan; no changes were made. The review of the strategic plan will remain on the continuous agenda to provide an opportunity for an annual review.

Paperless Devices for Board Members

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 into a letter of understanding with Carlton Trail College for the loan of a device while they serve on the Board.

ASRC Survey Submission

The CEO shared a copy of Carlton Trail College's ASRC survey submission to Laura Soparlo.

Budget Address Invitation

The CEO and Chair will not be attending the Budget Address on March 19th. The Director of Finance will pick up the Budget letter.

Public Perception Survey

The CEO distributed a summary of the public perception survey. It was noted that 300 responses were received and that the perception of the College is very positive.

Brown Governance Workshop

The SLT attended a two-day Brown Governance workshop in Saskatoon. The workshop was very interesting and provided good information.

Legislative Input Processes

If at all possible, the CEO will bring these requests to the Board for discussion and input prior to responding.

Saskatchewan Polytechnic Act

The CEO reviewed the letter from Louise Greenberg requesting feedback on the Saskatchewan Polytechnic Act. The CEO will respond on behalf of the College.

ACCC

Please contact the office regarding travel arrangements for the upcoming ACCC Conference in Ottawa.

11:00 a.m. - SLT and Lisa Irlbeck joined the meeting.

ABE Manager, Lisa Irlbeck, presented her report.

DIRECTOR OF FINANCE REPORT

The Director of Finance's report was reviewed.

Director's Liability Insurance

The Director of Finance will clarify the Director's liability coverage with the Ministry as well as consult with our insurance broker. The Director of Finance will report back to the Board at an upcoming meeting.

The meeting recessed for lunch at 12:00 p.m.

Revenue and Expense Summary

The revenue and expense summary was received for information.

Variance Analysis

The Director of Finance reviewed the variance analysis for the period ending January 31, 2014.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed.

Fee Review

The Director of Programs provided an explanation surrounding our fees including student fees, lab fees, tuition and invigilation fees.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration's report was reviewed.

SLT departed the meeting at 1:10 p.m.

OTHER

Next Meeting Date

April 16, 2014 in Humboldt at the College Office, Room #151 at 10 a.m.

- Board members will join the staff and students for an Easter lunch.

May 21, 2014 in Watrous at the Town Office

June 17, 2014 in Humboldt at the HZSD Office

Information Items

The following items were received for information purposes:

- Unreconciled January and February payments
- One Arrow Case Study
- Thank You from Lucy Hoseasson re: staff fund sympathy gift
- Updated year end celebration chart

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 03-14-51: Dominguez, that the meeting moves into an in-camera session at 1:30 p.m.
Carried.

The CEO departed the meeting at 2:15 p.m.

Motion 03-14-52: Chicilo, that the meeting moves back into regular session at 2:35 p.m.
Carried.

Adjournment

Motion 03-14-53: Bergerman, that the meeting adjourn at 2:40 p.m.
Carried.

Chairperson

Recorder