

**Minutes of the Regular Meeting of  
The Board of Trustees of  
Carlton Trail College  
College Office, Classroom #152  
Humboldt, SK  
April 16, 2014 at 10:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Martin Chicilo, Leon Winkel, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Administration Amy Yeager and Recorder Sheri Ulrich

**REGRETS:** Director of Programs Shelley Romanyszyn-Cross

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

**AGENDA:** The agenda was reviewed.

Motion 04-14-54: Dominguez, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the March 18, 2014 regular meeting were reviewed.

Motion 04-14-55: Winkel, that the March 18, 2014 regular meeting minutes be approved as presented.  
Carried.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

The Chairperson received notification that an Order in Council has been passed appointing Trustees Hepp and Dominguez for an additional three-year term.

The Chairperson received verbal confirmation of the appointment of two new Board members; the Order in Council is forthcoming. Upon receipt of the Order in Council, the Chairperson will contact the new members and invite them to an orientation session and the next regular meeting.

### **ASRC UPDATE**

The Chairperson and CEO attended the March 27<sup>th</sup> and 28<sup>th</sup> strategic planning session led by Laura Soparlo. The Chairperson and CEO reviewed the proposed structure for ASRC including meeting schedule, voting procedures and the Annual General Assembly. Suggested changes and comments will be brought to the ASRC June meeting for consideration.

### **CEO REPORT**

#### **Potential Perception of Conflict of Interest**

The CEO provided background information surrounding the letter addressed to the Board regarding a potential perception of conflict of interest. The CEO is currently drafting a conflict of interest disclosure form for Board members to complete annually disclosing potential conflicts.

### **Draft Continuous Board Agenda 2014-15**

The CEO presented the draft Continuous Board Agenda for 2014-15 for the Board's review. This will be brought to the May meeting for approval.

### **College Update**

The CEO reported that the College Update has been submitted to all local newspapers in our region. It was noted that an update of the College will be prepared and submitted to local newspapers three times per year; one just after start-up in September, one after Christmas and one after the budget in the spring.

### **Board Governance Health Check**

Board members completed a health check and the CEO will compile the information and bring a summary to the Board in May.

### **Draft 2014-2015 Business Plan**

The CEO presented the draft 2014-2015 Business Plan. The budget will be reviewed under the Director of Finance report. The final Business Plan will be brought to the Board for approval at the May meeting.

### **Governor Development Training for 2014-15**

The CEO noted that the Governor Development Training will be very beneficial to our new members.

### **CEO Succession Plan**

The CEO presented a draft CEO Succession Plan. The CEO is currently compiling an information package to accompany the succession plan including the CEO job description, board continuous agenda and a list of duties.

*11:00 a.m. - SLT and Deanna Gaetz joined the meeting.*

*Enterprise Manager, Deanna Gaetz, presented her report.*

The Enterprise Manager departed the meeting at 11:35 a.m.

### **Report on Young School Facility**

The CEO and the Director of Programs toured the Young school. It is a large, well-kept facility that would be available to utilize for programs and classes.

### **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.

### **Draft Budget**

The Director of Finance reviewed the 2014-2015 Budget letter as well as the budget portion of the 2014-2015 Business Plan.

The draft budget currently shows a deficit but the CEO reported that the final budget will be balanced. It was noted that a modest surplus would be preferred.

### **DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed.

#### **Partnership Report**

The partnership report was received for information.

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed.

*SLT departed the meeting at 12:15 p.m.*

*The meeting recessed for a special Easter lunch with students and staff at 12:15 p.m.*

#### **Business Plan - continued**

The CEO reviewed the 2014-2015 Business Plan and distributed the 2014-2015 organization chart. The CEO re-emphasized that the budget will be balanced.

### **OTHER**

#### **Correspondence**

The following correspondence was received for information purposes:

- Minister Norris re: Lease Approvals, March 18<sup>th</sup> will clarify lease approvals at the upcoming Business Plan meeting with the ministry in May
- Ministry of Advanced Education re: Student Loan Repayment Rates, March 19<sup>th</sup>
- Provincial Budget Letters of Support from ASRC and Carlton Trail, April 2<sup>nd</sup>
- Ministry of Advanced Education re: Ministry Hosted Events in May, April 7<sup>th</sup>

#### **Next Meeting Date**

May 21, 2014 in Watrous at the Town Office

Year-end Barbeque at Manitou Beach on June 13, 2014

June 17, 2014 in Humboldt

#### **Information Items**

The following items were received for information purposes:

- Reconciled January and February payments
- Media Release of March 25<sup>th</sup>
- MEP Activity Report
- 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 04-14-56: Winkler, that the meeting moves into an in-camera session at 1:40 p.m.  
Carried.

*The CEO departed the meeting at 2:20 p.m.*

Motion 04-14-57: Bergerman, that the meeting moves back into regular session at 2:45 p.m.  
Carried.

**Adjournment**

Motion 04-14-58: Chicilo, that the meeting adjourn at 2:46 p.m.  
Carried.

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Chairperson

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Recorder