

**Minutes of the Regular Meeting of
The Board of Trustees of Carlton Trail College
Held at the College Office, Room #152
Humboldt, SK
June 17, 2014 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Martin Chicilo, Leon Winkel, Sommer MacLeod, Roland Hamlin, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Recorder Sheri Ulrich

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

AGENDA: The agenda was reviewed.

The Board Meeting Self-Assessment form's effectiveness was discussed. It was decided that at the end of each meeting there would be a roundtable discussion providing an opportunity for Board members to critique the meeting. If Board members do not feel comfortable discussing certain topics, they are encouraged to email or call the Chairperson.

10.6 Board Meeting Self-Assessment – replaced with Roundtable Discussion

Motion 06-14-68: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the May 21, 2014 regular meeting were reviewed.

Motion 06-14-69: MacLeod, that the May 21, 2014 regular meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

Regional College Reserve Comparison Chart

The CEO reviewed the Regional College Reserve Comparison Chart. It was noted that the Ministry's target for unrestricted surplus would be 3% of our operating revenues, approximately \$225,000. It was noted that the Director of Finance and Board is comfortable with a target of \$300,000.

Conflict of Interest Disclosure Forms

The CEO noted that the Conflict of Interest Disclosure forms will be completed annually at the Annual General Meeting.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson noted that five trustees attended the ACCC Annual Conference in Ottawa along with four staff. The 2015 ACCC Conference will be held in Winnipeg. In the future we will send up to 8 people, four board and four staff. The Chairperson, Trustees Winkel, Chicilo and Bergerman have volunteered not to attend the 2015 conference.

ASRC UPDATE

The Chairperson and CEO attended the ASRC meeting and AGM. It was noted that due to the 60 days' notice requirement, the proposed changes to the Constitution and Bylaws were not addressed. The changes will probably be brought to the next AGM because Constitutional changes require 66% support at the AGM and 100% support at regular meetings.

The pros and cons of participating in the ASRC organization were discussed. Without the proposed changes being adopted, our ASRC membership will need to be reconsidered by the Board.

SLT joined the meeting at 10:30 a.m.

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.

Director Insurance

The Director of Finance reviewed the quotes for Director's liability insurance. The Ministry has indicated that Colleges should purchase additional insurance to ensure the Directors.

Motion 06-14-70: Dominguez, that the Board authorize the purchase of \$2 M Director's Liability Insurance.

Carried.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed.

Discussion ensued surrounding the impact on students when programs are cancelled.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration's report was reviewed.

SLT departed the meeting at 10:55 a.m.

CEO REPORT

Anti-Spam Legislation

The CEO reviewed the information regarding the new Anti-Spam Legislation taking effect July 1, 2014 and noted that the College will be in compliance with the new legislation.

Guest: Laura Soparlo, Soparlo Consulting joined the meeting at 11:00 a.m. The recording secretary departed the meeting.

Board Evaluation

Ms. Soparlo reviewed the responses to the Board Evaluation survey monkey.

Trustee Chicilo departed the meeting at 12:25 p.m.

The recording secretary joined the meeting.

WORKING LUNCH – 12:25 p.m.

Pacific Institute Training

The CEO noted that October 2 and 3, 2014 has been selected for the two-day Pacific Institute Training for Board members.

Board/Staff Appreciation Event

The CEO reported that the event was held in Watrous and provided an opportunity for staff to visit as well as raise money for the scholarship fund. It was very well attended and was a success.

Motion 06-14-71: Bergerman, that the 2014-2015 Academic Calendar be adjusted to allow the 2015 Year-End Barbeque and Board/Staff Recognition Event to be held on June 12, 2015.
Carried.

Request for Director of Education Services for Cumberland College

The CEO updated the Board with the recent request from Cumberland College asking that Dr. Ivan Yackel provide Director of Education Services. The contract will be between Dr. Ivan Yackel and Cumberland College.

Motion 06-14-72: Bergerman, that the CEO be authorized to provide Director of Education services to Cumberland College at no cost other than expenses.
Carried.

Accomplishments

The CEO shared the Senior Leadership Team's accomplishments for 2012-2014. A tremendous amount of work has been done towards the improvement of processes.

Risk Management Training and Implementation

The CEO reported that the Senior Leadership Team met with Laura Soparlo for risk management training.

New Minister of Advanced Education

The CEO shared the media release announcing the Cabinet changes including the new Minister of Advanced Education, Mr. Kevin Doherty.

Motion 06-14-73: Winkel, that the Board Chairperson sends a letter to the newly appointed Minister Doherty congratulating him on his appointment.
Carried.

OTHER

Correspondence from the Provincial Auditor, re: Regional Colleges' Annual Audit was received for information.

Next Meeting Date

September 16, 2014, Regular meeting held in Humboldt

Information Items

The following items were received for information purposes:

- Reconciled March payments

The CEO and recording secretary departed the meeting at 1:20 p.m.

In-Camera Session without CEO

Motion 06-14-74: Bergerman, that the meeting moves into an in-camera session 1:20 at p.m.
Carried.

CEO Evaluation

The Board met with Laura Soparlo and reviewed the responses to the survey monkey CEO evaluation.

Motion 06-14-75: Dominguez, that the meeting moves back into regular session at 3:50 p.m.
Carried.

The CEO and recording secretary joined the meeting.

Motion 06-14-76: Winkel that the board accept the CEO evaluation as presented by Laura Soparlo.
Carried.

Ms. Soparlo will format the final CEO evaluation results and email them to the Chairperson for distribution to Board members and presentation to the CEO.

Roundtable

The meeting participants were invited to share their thoughts of the meeting.

The meeting recessed at 4:10 p.m. so that the Annual General Meeting could be conducted.

The meeting reconvened at 4:25 p.m.

Adjournment

Motion 06-14-80: Bergerman, that the meeting adjourn at 4:26 p.m.
Carried.