

**Minutes of the Regular Meeting of
The Board of Trustees of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
September 11, 2014 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Leon Winkel, Sommer MacLeod, Roland Hamlin, 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

TO ORDER: The Chairperson called the meeting to order at 10:04 a.m.

AGENDA: The agenda was reviewed and the following was added:
4.1.3 Minister's Meeting with Board Chairs

Motion 09-14-81: Bergerman, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the June 17, 2014 regular and annual meetings were reviewed.

Motion 09-14-82: Hamlin, that the June 17, 2014 regular and annual meeting minutes be approved as presented.
Carried.

BUSINESS ARISING

Congratulatory Letter to Minister Doherty

The letter congratulating Minister Doherty upon his recent ministerial appointment was received for information.

BOARD MEMBER REPORTS

Board Chairperson Report

Review of Carlton Trail College Board Charter and Bylaws

A follow-up item arising from the Governance Effectiveness Review, done in June 2014, was that the Board review the Charter and Bylaws articulating the expectations and duties of the Board Chair and Vice Chair. The expectation of regular meeting attendance was noted and discussed.

Pacific Institute Training Dates

The Pacific Institute Training dates have been changed to Wednesday, October 1 and Thursday, October 2. Training will take place in Humboldt.

Minister's Meeting

The Chairperson reported that he attended a meeting with the Minister in Regina on September 10 with the primary agenda topic being CEO compensation. The meeting went very well. Credit granting and collaboration among other post-secondary institutions were also discussed.

ASRC UPDATE

Next meeting scheduled for November 17, 2014.

CEO REPORT

Update on the Fall Start-Up

The CEO reported that the new staff orientation, instructor Pacific Institute training, staff start-up meeting and student Pacific Institute training were all well attended and everyone is ready to start the year off on a very positive note.

Report on iMii Media Event Held in Yorkton on July 24th

The CEO, Director of Programs and Enterprise Division Manager attended the Mine Readiness and Applied Electrical Announcement in Yorkton. Parkland College and Carlton Trail College each received \$220,000 in funding for introduction to mining training. The first Introduction to Mining program for our College will be offered out of Punnichy next fiscal year.

Minister Doherty's Planned Visit September 8th

The CEO noted that Minister Doherty visited the College on September 8th and met with the SLT members and Board Chair over lunch. Collaboration among post-secondary institutions was promoted.

Meeting Locations for 2014-2015

The CEO reviewed an updated continuous agenda for the year that included meeting locations. To increase public relations, the Board will continue to meet with community stakeholders throughout the region.

Policy Development

The CEO reviewed the following policies and procedure:

- Policy 1.22 Corporate Social Responsibility
- Policy 4.14 Communications and Media Relations
- Policy 4.15 Certification of Internal Controls
- Procedure 4.1 Legal Services

Motion 09-14-83: Dominguez, that the Board approve, in principle, Policy 1.22 Corporate Services Responsibility.
Carried.

Motion 09-14-84: Hamlin, that the Board approve, in principle, Policy 4.14 Communications and Media Relations.
Carried.

Motion 09-14-85: Winkel, that the Board approve, in principle, Policy 4.15 Certification of Internal Controls.
Carried.

Motion 09-14-86: Dominguez, that the Board approve Procedure 4.1 Legal Services.
Carried.

Governor Development & Certification Program

Trustees Hamlin and Macleod have been registered for the upcoming Governor Development & Certificate Program. It was noted that the start date has been delayed with Module 1 being offered on November 20 and 21st.

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

Guest: Richard Renneberg, Facilities Technician, joined the meeting at 11:00 a.m. and presented his Facility/OH&S Report.

Richard Renneberg departed the meeting at 11:25 a.m.

DIRECTOR OF FINANCE REPORT

The Director of Finance's report was reviewed.

Variance Analysis

The Director of Finance reviewed the June 30, 2014 variance analysis.

The Director of Finance and Trustee Hamlin will prepare a short workshop for the Board members showing the difference between PSAB and historical accounting practices and how to read the PSAB financial statements.

The Director of Finance is currently reviewing our insurance policy and fees and, if warranted, will tender for services in the spring. The Director of Finance confirmed that the Director Liability has been increased to \$2 million.

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

Trustee Chicilo joined the meeting via teleconference at 12:45 p.m.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration's report was reviewed.

Director of Programs and the Director of Administration left the meeting at 1:12 p.m.

OTHER

Correspondence from Minister Doherty dated July 15, 2014, approving our 2015-2016 Business Plan was received for information.

Next Meeting Date

October 21, 2014, Regular meeting held in Humboldt at PAMI.

November 18, 2014, Regular meeting will be held at Bourgault Industries in St. Brieux and will begin at 11 a.m. A tour will follow the meeting.

Information Items

The following items were received for information purposes:

- Reconciled May and June payments
- Electrician Grad, Tuesday, October 7th at Manitou Springs Hotel. Trustee Hamlin will attend on behalf of the Board.

1:25p.m. Guest: Mr. Bob Frape, EJC Dudley & Co.

Mr. Frape presented the Management Letter to the Board as well as the Independent Auditor's Report for the year ending June 30, 2014.

Minor grammatical errors were noted.

Motion 09-14-87: Hamlin, that the Board move into an in-camera session at 1:38 p.m.
Carried.

Motion 09-14-88: Dominguez, that the Board move back into regular session at 1:57 p.m.
Carried.

Motion 09-14-89: Hamlin, that the Board approve the Audited Financial Statements for the year ended June 30, 2014, as amended, pending significant changes from the Provincial Comptroller's office.
Carried.

Trustee Chicilo departed the meeting at 2:00 p.m.

In-Camera Session with the CEO

Motion 09-14-90: MacLeod, that the meeting moves into an in-camera session at 2:15 p.m.
Carried.

Motion 09-14-91: Winkel, that the meeting moves back into regular session at 2:35 p.m.
Carried.

Motion 09-14-92: Bergerman, seconded by Winkel, that the Board Chair and Vice Chair, on behalf of the Board, communicate with Trustee Chicilo, regarding meeting attendance.
Carried.

In-Camera Session without the CEO

Motion 09-14-93: Dominquez, that the meeting moves into an in-camera session without the CEO
 at 2:36 p.m.
 Carried.

Motion 09-14-94: Winkel, that the meeting moves back into regular session at 3:02 p.m.
 Carried.

Adjournment

Motion 09-14-95: Bergerman, that the meeting adjourn at 3:05 p.m.
 Carried.

Chairperson

Recorder