

**Minutes of the Regular Meeting of  
The Board of Trustees of Carlton Trail College  
Held at PAMI, Humboldt, SK  
October 21, 2014 at 10:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Leon Winkel, Sommer MacLeod (via teleconference), Roland Hamlin, 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 10:05 a.m.

**AGENDA:** The agenda was reviewed.

Motion 10-14-98: Dominguez, that the agenda be approved as presented.  
Carried.

**MINUTES**

The minutes from the September 11 regular meeting and the October 2, 2014 special meeting were reviewed.

Motion 10-14-99: Winkel, that the September 11 and October 2, 2014 meeting minutes be approved as presented.  
Carried.

**BUSINESS ARISING**

**Letter from Trustee Chicilo**

The Chairperson will send a letter indicating the Board received Trustee Chicilo's resignation letter and thanking him for his years of service.

**BOARD MEMBER REPORTS**

**Board Chairperson Report**

**Pacific Institute Training Debriefing**

The Board enjoyed the Pacific Institute training on October 1 and 2. The training was viewed as a very positive personal development opportunity.

**ASRC UPDATE**

The next ASRC meeting is scheduled for November 17, 2014 in Regina. At that meeting, Minister Doherty will be addressing the group during lunch. In the evening, ASRC will be hosting a reception for the MLAs at the Legislature.

**ASRC Constitutional Amendments Proposal**

A proposal for changes to the ASRC Bylaws and Constitution was presented by the CEO. This proposal will be brought to the ASRC committee in March for review and if approved by 100% of the members, the changes will be adopted. If there is less than 100% support, the changes will have to go to the AGM. Continuation of Carlton Trail College in ASRC was discussed.

Motion 10-14-100: Winkel, that the Board approve the proposed resolutions to be presented to ASRC for consideration.  
Carried.

## **CEO REPORT**

### **Punnichy Project Update**

The College is currently working with the Town of Punnichy and the Horizon School Division to develop a proposal for changes to the curling rink in order to offer a wider array of programs and better use the space. Horizon School Division will host a meeting with Division Board members from the area so that we may share our vision and solicit input and support in the initial development stage of this project. Project construction may well be delayed until 2016.

### **Operations Forecast Presentation to Advanced Education**

The SLT presented Carlton Trail College's Operation Forecast for 2015-2016 on September 22<sup>nd</sup>. The Ministry was very interested in Pacific Institute training as well as the Punnichy project.

**Balanced Scorecard – *tabled until the November meeting due to data not being available***

### **Board Recruitment Update**

The CEO confirmed with the Ministry that the remaining candidates submitted last spring are still interested and available. We are waiting to hear back from the Ministry with a new appointment.

### **College Update**

The CEO reviewed the September College Update and noted that it has been submitted to local papers.

### **Saskatchewan Post-Secondary Technical Institute Council Update**

The CEO reported that the initial focus of this Council will be to examine successful strategies for working with First Nations students.

### **November 17 MLA Reception**

ASRC is hosting a reception for MLAs the evening of November 17<sup>th</sup>. All Board members are invited. Please let the Administrative Assistant know if you are able to attend.

*SLT and IT staff joined the meeting at 11:00 a.m.*

*Guests: Gord Dell, Information Technologist, Jami Silzer, IT Support and Orfi Yturalde, Educational Technologist presented their IT report.*

*IT staff departed the meeting at 11:45 a.m.*

## **DIRECTOR OF FINANCE REPORT**

The Director of Finance's report was reviewed.

**Revenue and Expense Summary**

The Director of Finance reviewed the new format of the revenue and expense summary. The new format uses the same titles as the financial statements.

**DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed.

**Program Update**

The CEO presented the database of the current programs being offered including the instructor names and program locations.

**DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed.

**Human Resource Update**

The Director of Administration's current staff plan was received for information.

*The meeting recessed for lunch at 12:00 p.m. Toured PAMI at 12:30 p.m. PAMI presentation at 1:00 p.m.*

*The SLT left the meeting at 1:55 p.m.*

**OTHER**

Correspondence from Trustee Martin Chicilo, dated September 16<sup>th</sup>, stating his resignation from the Board of Trustees, was received for information.

**Next Meeting Date**

The November 18<sup>th</sup> meeting will be held at Bourgault Industries in St. Brieux and will begin at 11 a.m. A tour will be incorporated into the meeting.

**Information Items**

The following items were received for information purposes:

- Reconciled July and August payments
- Fall Year-End Celebration Chart

**Roundtable**

The Board members shared a variety of information.

**In-Camera Session with the CEO**

Motion 10-14-101:      Bergerman, that the meeting moves into an in-camera session at 2:15 p.m.  
Carried.

Motion 10-14-102:      Hamlin, that the meeting moves back into regular session at 2:30 p.m.  
Carried.

**In-Camera Session without the CEO**

Motion 10-14-103:      Dominguez, that the meeting moves into an in-camera session without the CEO  
at 2:35 p.m.  
Carried.

Motion 10-14-104:      Winkel, that the meeting moves back into regular session at 2:48 p.m.  
Carried.

**Adjournment**

Motion 10-14-105:      Bergerman, that the meeting adjourn at 2:49 p.m.  
Carried.

---

Chairperson

---

Recorder