

**Minutes of the Regular Meeting of  
The Board of Trustees of Carlton Trail College  
Held at Bourgault Industries, St. Brieux, SK  
November 18, 2014 at 11:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, Leon Winkel, Sommer MacLeod, Roland Hamlin, CEO Ivan Yackel, Director of Programs, Shelley Romanyszyn-Cross and Recorder Sheri Ulrich

**REGRETS:** Director of Finance Andy Burgess, Director of Administration Amy Yeager

**TO ORDER:** The Chairperson called the meeting to order at 11:00 a.m.

**AGENDA:** The agenda was reviewed.

Motion 11-14-106: Dominguez, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the October 21 regular meeting was reviewed.

Motion 11-14-107: Hamlin, that the October 21, 2014 meeting minutes be approved as presented.  
Carried.

### **Punnichy Project Update**

The Ministry is supportive of our attempts to encourage First Nation and community involvement. It is hoped that a community meeting will be held in December. With the support of the broader community, our Board Chair will send a letter to the Ministry asking for funding to move this project forward.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

##### **Board Governance Health Check**

The Board members were asked to complete the health check and submit it to the CEO for compilation. The summary will be brought to the Board for review at the December meeting.

### **ASRC UPDATE**

The Chairperson and CEO attended the November 17<sup>th</sup> ASRC meeting as well as the MLA reception that evening. Ministry Doherty joined the CEOs and Board Chairs for lunch and spoke on three issues: First Nation students' transition to post-secondary education, international education and credit granting for Regional Colleges.

The proposed changes to the ASRC Bylaws and Charter were discussed and will be voted on at the March meeting.



*Marketing Staff joined the meeting at 11:30 a.m.*

### **CEO REPORT**

*Guests: Val Koroluk, Marketing Facilitator and Candice Bauer, Graphic Design/Marketing Associate presented their report.*

*The meeting recessed for lunch hosted by Bourgault at 12:00 p.m. Bourgault Industries Presentation and Tour at 1:00 p.m.*

*Marketing staff departed after the tour at 2:05 p.m.*

Meeting resumed at 2:22 p.m.

### **2013-2014 Annual Report**

The CEO presented the draft 2013-2014 Annual Report.

Motion 11-14-108: Dominguez, that the Board approve the 2013-2014 Annual Report as presented.  
Carried.

### **Balanced Scorecard**

The CEO presented the Balanced Scorecard (BSC) for 2013-2014 year-end final and for 2014-2015 report 1. It was noted that even though we have not reached a few of our goals, we will continue to strive towards our targets. In the 2014-2015 template some of the measures and targets were changed to better reflect the data available.

### **Report on November 5<sup>th</sup> Staff Development Day**

The CEO reported that the Staff Development Day on November 5<sup>th</sup> featured a “Blue Sky Session” and an “Instructing for Success Session” for staff and instructors respectively. The day concluded with Dr. Ohlhauser who presented, “Becoming the CEO of Your Health”. The day was well attended with positive feedback. The summary of the staff responses to the blue sky session was shared with the Board.

### **Report on End-of-Year Celebrations – Policy and Procedure**

The CEO noted that there were housekeeping changes to the policy and a significant revision to procedure 6.12.

### **Electronic Sign - Humboldt**

The electronic sign that the College is part-owner in is up and will be in operation in the near future. Our contribution of \$75,000 gives the College 25% of the screen time over the next ten years. The College is very excited to incorporate this in our marketing plan.

### **DIRECTOR OF FINANCE REPORT**

The Director of Finance’s report was reviewed. The accumulating surplus summary chart was reviewed.



### **Revenue and Expense Summary**

The revenue and expense summary was received for information.

### **Detailed Variance Analysis**

The variance analysis for the period ending September 30, 2014 was reviewed and received for information.

### **DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was delivered and reviewed.

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed.

### **OTHER**

Correspondence from Minister Doherty regarding Board recruitment and Trustee Chicilo's resignation was received for information.

### **Next Meeting Date**

The December 16<sup>th</sup> meeting will be held at the Bella Vista in Humboldt. The Student Scholarship presentation will follow the meeting.

Due to prior commitments, the March meeting date was changed to the 23<sup>rd</sup>. Trustee Winkel will not be in attendance at the March meeting.

### **Information Items**

The following items were received for information purposes:

- Reconciled September and unreconciled October payments

### **Roundtable**

- Request to create sections within the board package PDF file
- Financial Statement PowerPoint work in progress

### **In-Camera Session with the CEO**

Motion 11-14-109: Dominguez, that the meeting moves into an in-camera session at 3:44 p.m.  
Carried.

Motion 11-14-110: MacLeod, that the meeting moves back into regular session at 4:00 p.m.  
Carried.



**In-Camera Session without the CEO**

Motion 11-14-111:      Winkel, that the meeting moves into an in-camera session without the CEO  
   at 4:01p.m.  
   Carried.

Motion 11-14-112:      Winkel, that the meeting moves back into regular session at 4:14 p.m.  
   Carried.

**Adjournment**

Motion 11-14-113:      MacLeod, that the meeting adjourn at 4:15 p.m.  
   Carried.

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Chairperson

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Recorder