

**Minutes of the Regular Meeting of
The Board of Trustees of Carlton Trail College
Held at the Bella Vista, Humboldt, SK
December 16, 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, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Administration Amy Yeager and Recorder Sheri Ulrich

REGRETS: Director of Programs, Shelley Romanyszyn-Cross
Skills Training Manager, Rosalie Ronellenfitsch

TO ORDER: The Chairperson called the meeting to order at 10:05 a.m.

AGENDA: The agenda was reviewed.

Motion 12-14-114: Dominguez, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the November 18th regular meeting was reviewed.

Motion 12-14-115: Hamlin, that the November 18, 2014 meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

No activity since the November meeting.

ASRC UPDATE

The changes to the ASRC Constitution and Bylaws will be presented for approval at the March 26th ASRC meeting. If changes are not adopted, they will be brought to the AGM. The continuation of Carlton Trail College in ASRC will be discussed in the spring. It was noted that 12 months' notice is required to withdraw from the association.

MEPP Activity Report

The MEPP activity report, dated September 30, 2014, was received for information.

Consulting Agreement

The current Consulting Agreement between the CEO Council of the Association of Saskatchewan Regional Colleges and Beverly Crossman was reviewed and received for information.

CEO REPORT

Policy 1.22 Corporate Social Responsibility

The CEO presented Policy 1.22 for final approval.

Motion 12-14-116: Winkel, that the Board give final approval for the implementation of Policy 1.22, Corporate Social Responsibility, as presented.
Carried.

Policy 4.14 Communications and Media Relations

The CEO presented Policy 4.14 for final approval.

Motion 12-14-117: Dominguez, that the Board give final approval for the implementation of Policy 4.14, Communications and Media Relations, as presented.
Carried.

Policy 4.15 Certification of Internal Controls

The CEO presented Policy 4.15 for final approval.

Motion 12-14-118: Hamlin, that the Board give final approval for the implementation of Policy 4.15, Certification of Internal Controls, as presented.
Carried.

Board Governance Health Check – Summary Report

The CEO presented the summary report of the Board Governance Health Check that was completed in November. Engagement with staff and community involvement was discussed. It was noted that the College might want to consider being a part of the Remembrance Day service and lay a wreath.

Carlton Trail College – Economic Impact Assessment (draft)

The Carlton Trail College Economic Impact Assessment, dated November 7, 2014 and submitted by Praxis Research/Strategy, was reviewed and received for information. As part of the advocacy efforts, the CEO Council wanted to learn what economic impact the Regional Colleges have on the Province and each College region. The final report will be shared with the Ministry and MLAs.

Humboldt Emergency Services Event – February 7, 2015

The CEO noted that the College has purchased a table at the Humboldt Emergency Services Event and asked Board members to volunteer to attend.

The Director of Finance and the Director of Administration joined the meeting at 11:00 a.m.

DIRECTOR OF FINANCE REPORT

The Director of Finance's report was reviewed.

Attended the Advanced Education Lean event; highlights:

- Merge Business Plan and Operations Forecast together
- April 30 Business Plan deadline
- Ministry will continue visiting Colleges in the fall

Revenue and Expense Summary

The revenue and expense summary was received for information. Made a few changes to the skills training forecast. ABE is looking very close to budget. The K-12 grant was received and was more than expected.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report, as well as the program plan for 2015/2016, was received for information.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration's report was reviewed.

The staff guests joined the meeting at 11:00 a.m.

Guests:

Rosalie Ronellenfitsch, Skills Training Manager (unable to attend)

Deanna Gaetz, Enterprise Division Manager and Mike Yager, Youth Internship Coordinator joined the meeting to present the Sask YI report.

OTHER

Correspondence from Minister Doherty regarding a Sexual Assault Policy, as well as Chairperson Hepp's response, was received for information.

The meeting recessed for the Board Christmas lunch at 12:00 p.m. and reconvened at 1:00 p.m.

The guests departed the meeting at 1:00 p.m.

Next Meeting Date

- No meeting in January.
- February 10, 2015 regular meeting will be held at the Humboldt Chamber Office. Trustee Hamlin cannot attend the February meeting.
- March 23, 2015 regular meeting will be held at the Humboldt Chamber Office. Trustee Winkel cannot attend the March meeting.

Information Items

The following items were received for information purposes:

- Reconciled October and unreconciled November payments
- Student update
- Christmas events: electronic cards, floral arrangements to each regional office, December 24th offices will close at 3 p.m.
- St. Peter's College – CEO met with SPC President. Currently partnering to offer student discount cards, also considering joint recruitment presentations as well as joint student events and staff PD events.

Roundtable

- Appreciate staff presentations. Great way to share information.
- Auditor – The value of the auditor for Carlton Trail College was discussed. The Board decided to meet with the auditor in May for a pre-audit meeting. At the April regular meeting the Board will discuss the audit processes.

In-Camera Session without the CEO

Motion 12-14-119: Winkel, that the meeting moves into an in-camera session without the CEO at 1:43p.m.
Carried.

Motion 12-14-120: Bergerman, that the meeting moves back into regular session at 1:52 p.m.
Carried.

Adjournment

Motion 12-14-121: Winkel, that the meeting adjourn at 1:53 p.m.
Carried.

Chairperson

Recorder