

**Minutes of the Regular Meeting of  
The Board of Trustees of Carlton Trail College  
Held at the Bella Vista, Humboldt, SK  
February 10, 2015 at 10:00 a.m.**

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

**REGRETS:** Trustee, Hamlin and MacLeod

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

**AGENDA:** The agenda was reviewed.

Motion 02-15-122: Dominguez, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the December 16<sup>th</sup> regular meeting were reviewed.

Motion 02-15-123: Bergerman, that the December 16, 2014 meeting minutes be approved as presented.  
Carried.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

The Board Chairperson received an email from Premier Wall announcing wage freezes for government officials. It was noted that out-of-scope staff of post-secondary institutions will also be asked to follow suit. The CEO will provide a further update later on the agenda.

### **ASRC UPDATE**

The next ASRC meeting is set for March 26, 2015.

#### **Labour Relations Consultant Update**

The monthly time allocation of the Labour Relations Consultant was reviewed and received for information. The CEO Council has made a standing request to receive a time allocation update at each meeting. The other concern raised was the lack of advocacy work. The CEO Council is considering employing someone part-time to manage the advocacy piece for ASRC.

#### **Regional College Economic Impact Assessment**

The CEO presented the Provincial Regional Colleges' Economic Impact Assessment prepared by Praxis Research/Strategy dated January 28, 2015. The results show that Regional Colleges are a more efficient employment generating tool than a provincial university. These results will be shared with the MLAs as part of an evolving advocacy strategy.

## **CEO REPORT**

### **Break and Enter**

The CEO reported that there was a break and enter in mid-January of the sea can at the welding shop; there was no theft or damage. The City of Humboldt has a new bylaw that limits the color and location of sea containers.

### **Punnichy Church**

Carlton Trail has investigated the option to lease the church in Punnichy. The Director of Finance met with the Punnichy Village representatives and negotiated an agreement to lease to own. After 10 months of leasing, purchase of the facility will be considered. The Introduction to Mining program will begin using this facility in March.

### **Fiscal Restraints Initiative**

In accordance with the direction provided by Minister Doherty, Carlton Trail College has reduced discretionary spending through to the end of the current government fiscal year. A few examples include: the elimination of out-of-province travel and PD activities, cancellation of the January staff in-service and the spring open houses as well as the deferred purchase of marketing aids.

### **Cancellation of Post-Secondary Leadership Forum**

Due to the reduced spending initiative, Advanced Education cancelled the Leadership Forum scheduled for May.

### **Balanced Scorecard Report #2**

The CEO presented report #2 of the Balanced Scorecard.

### **College Update**

The January 26, 2015 College Update was shared with all local papers in the region for publication.

### **Enterprise Risk Management (ERM)**

The CEO will be bringing an ERM report to the March Board meeting.

*The remainder of the Senior Leadership Team joined the meeting at 11:00 a.m.*

### **Policy 2.23 Protection of College Assets**

The CEO presented Policy 2.23 for approval in principle.

Motion 02-15-124:      Winkel, that the Board approval, in principle, Policy 2.23, Protection of College Assets.  
Carried.

### **Policy 2.24 Records Retention and Disposal**

The CEO presented Policy 2.24 for approval in principle.

Motion 02-15-125:      Dominguez, that the Board approve, in principle, Policy 2.24, Records Retention and Disposal.  
Carried.

**Policy 2.25 New Debt**

The CEO presented Policy 2.25 for approval in principle.

Motion 02-15-126:      Bergerman, that the Board approve, in principle, Policy 2.25, New Debt.  
Carried.

**Policy 2.26 Corporate Credit Cards**

The CEO presented Policy 2.26 for approval in principle.

Motion 02-15-127:      Winkel, that the Board approve, in principle, Policy 2.26, Corporate Credit Cards.  
Carried.

**Policy 3.32 Diverse Workforce**

The CEO presented Policy 3.32 for approval in principle.

Motion 02-15-128:      Bergerman, that the Board approve, in principle, Policy 3.32, Diverse Workforce.  
Carried.

**Policy 3.33 Whistleblower Protection**

The CEO presented Policy 3.33 for approval in principle.

Motion 02-15-129:      Bergerman, that the Board approve, in principle, Policy 3.33,  
Whistleblower Protection.  
Carried.

**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. The Director of Finance reported that the College will be receiving K-12 funding for four students from the Prairie Spirit School Division.

**DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed.

**Program Update**

The program update for 2014-2015 was received for information.

*Jill Lees, Student Services Manager, joined the meeting at 11:35 a.m. to present the Student Services Report.*

**DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed.

*The SLT and Jill Lees departed the meeting at 12:45 p.m. and the meeting resumed.*

## **OTHER**

Correspondence from Minister Doherty regarding fiscal restraint, as well as Chairperson Hepp's response, was received for information. The Board Chairperson also received an email, dated February 9<sup>th</sup>, from Premier Wall announcing a wage freeze for government officials and asked that we join the Government and implement a wage freeze for our out-of-scope staff.

Motion 02-15-130: Dominguez, that the Carlton Trail College out-of-scope staff forgo any economic adjustments, performance pay increases or bonuses for the upcoming fiscal year, 2015-2016.

Carried.

The CEO will notify the Ministry of the decision to freeze the out-of-scope wages for the 2015-2016 fiscal year.

## **Colleges and Institutes Canada 2015 Conference in Winnipeg May 24 – 26**

Due to the fiscal restraints led by the Province, it was decided that attendance at the Conference would be offered to the two newly appointed Board members, Hamlin and MacLeod, only.

## **Next Meeting Date**

- March 23, 2015 regular meeting will be held at the Humboldt Chamber Office. Trustee Winkel cannot attend the March meeting.
- April 21, 2015 regular meeting will be held at Schulte Industries in Englefeld. The start time was moved to 9 a.m.

## **Information Items**

The following items were received for information purposes:

- Year End Celebration Update
- Humboldt Chamber Chat re: Student Incentive Program
- November and December reconciled payments
- U of S President will be meeting with the SLT at the Humboldt Campus on March 4<sup>th</sup>
- Workers' Compensation change, effective January 1, 2015: Board members will be required to contribute to Workers' Compensation

## **Roundtable**

Accolades to the SLT and staff for their presentations and their continued dedication to the College.

**In-Camera Session with the CEO**

Motion 02-15-131: Winkel, that the meeting moves into an in-camera session with the CEO at 1:10 p.m.  
Carried.

Motion 02-15-132: Dominguez, that the meeting moves back into regular session at 1:45 p.m.  
Carried.

**In-Camera Session without the CEO**

Motion 02-15-133: Bergerman, that the meeting moves into an in-camera session without the CEO at 1:46 p.m.  
Carried.

Motion 02-15-134: Winkel, that the meeting moves back into regular session at 2:20 p.m.  
Carried.

**Adjournment**

Motion 02-15-135: Bergerman, that the meeting adjourn at 2:25 p.m.  
Carried.

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Chairperson

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Recorder