

**Minutes of the Regular Meeting of
The Board of Trustees of Carlton Trail College
Held at the Bella Vista, Humboldt, SK
March 23, 2015 at 10:00 a.m.**

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

TO ORDER: The Chairperson called the meeting to order at 10:03 a.m.

AGENDA: The agenda was reviewed and the following items were added:
10.3.3 Student Loan Repayment Rates
10.3.4 Potash Development in the Southey Area
10.1 2015 Provincial Budget Letter

Motion 03-15-136: Dominguez, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the February 10th regular meeting were reviewed.

Motion 03-15-137: Hamlin, that the February 10, 2015 meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson attended the Budget Address in Regina on March 18.

ASRC UPDATE

The motions going forward to the March 26th ASRC meeting were reviewed and discussed.
If the motions are not adopted, they will be brought to the ASRC AGM in June.

CEO REPORT

Academic Calendar

The CEO presented the 2015-2016 Academic Calendar. It was noted that the staff development days are dependent upon financial directives from the Ministry.

Motion 03-15-138: Bergerman, that the Board approve the 2015-2016 Academic Calendar as presented.
Carried.

Policy 3.13 Violence in the Workplace

The CEO presented Policy 3.13 and noted the addition of the revised provincial Child Abuse Protocol. The CEO noted that the Child Abuse Protocol will be discussed with staff at the first upcoming general staff meeting.

Motion 03-15-139: Dominguez, that the Board approve the revisions to Policy 3.13 Violence in the Workplace.
Carried.

Sexual Assault Policy

The Human Resource Committee is working on a policy for the College system and it will be brought to the Board table for approval.

Board Governance Health Check

The Board members are asked to complete the health check and return it to the office for compilation. The summary of the results will be brought to the April Board meeting.

Enterprise Risk Management

The CEO presented the Enterprise Risk Management document and explained how the template worked. This comprehensive package was given to the Board to show how the SLT works through the risks using a template. In the future, a condensed chart with a “heat” indicator will be given to the Board tying the strategic plan, the balanced scorecard and the risk management documents all together. Annually, the Board will be asked to share other risks they identify outside of the strategic plan.

The following correspondence was received for information:

- Feb. 5/15, Minister Morgan re: Changes to Minimum Wage Regulations
- Feb. 9/15, Premier Wall re: Wage Freeze Request
- Feb. 11/15, College Response to Premier Wall re: Wage Freeze
- Feb. 25/15, Premier Wall response to February 11th Correspondence
- March 1/15, SGI re: Business Recognition Assessment
- March 18/15, Government of Saskatchewan re: Provincial Budget

Information Items

The following items were received for information purposes:

- Year End Celebration Update
- Student Loan Repayment Rate
- Yancoak Potash Development between Southey and Raymore
- December and January payments

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

DIRECTOR OF FINANCE REPORT

The Director of Finance’s report was reviewed.

Variance Analysis

The variance analysis for the period ending January 31, 2015 was received for information. The Director of Finance was pleased to report that we are very close to what was budgeted.

Revenue and Expense Summary

The revenue and expense summary was received for information. It was noted that the amount owing for the K-12 grant was received. The Director of Finance is investigating why the grant amount per student varies between School Divisions.

Lisa Irlbeck, ABE Manager, joined the meeting at 11:30 a.m. to present the ABE/Literacy and ESL Report.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed.

Student Experience Survey

The goal of the survey is to ascertain student satisfaction with their experience at the College, a measure set out in the Balanced Scorecard.

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

Lisa Irlbeck departed the meeting at 12:35 p.m. and the meeting resumed.

DIRECTOR OF ADMINISTRATION REPORT

The Director of Administration's report was reviewed.

The Directors of Program, Administration and Finance departed the meeting at 1:05 p.m.

OTHER

Next Meeting Date

- April 21, 2015 regular meeting will be held at Schulte Industries in Englefeld. The start time was moved to 9 a.m. as Chairperson Hepp is only available until noon.

Roundtable

- good Board dynamics
- continue as we are

In-Camera Session with the CEO

Motion 03-15-140: MacLeod, that the meeting moves into an in-camera session with the CEO at 1:35 p.m.
Carried.

The Chairperson called the meeting back into regular session at 1:50 p.m.

In-Camera Session without the CEO

Motion 03-15-141: Hamlin, that the meeting moves into an in-camera session without the CEO
at 1:50 p.m.
Carried.

The Chairperson called the meeting back into regular session at 2:02 p.m.

Adjournment

Motion 03-15-142: Bergerman, that the meeting adjourn at 2:02 p.m.
Carried.

Chairperson

Recorder