

**Minutes of the Regular Meeting of  
The Board of Trustees of Carlton Trail College  
Held at the Bella Vista, Humboldt, SK  
April 21, 2015 at 9:00 a.m.**

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

**TO ORDER:** The Chairperson called the meeting to order at 9:03 a.m.

**AGENDA:** The agenda was reviewed and item 10.5 was moved to 3.1.

Motion 04-15-143: Bergerman, that the agenda be approved as amended.  
Carried.

### **MINUTES**

The minutes from the March 23<sup>rd</sup> regular meeting were reviewed.

Motion 04-15-144: Winkel, that the March 23, 2015 meeting minutes be approved as presented.  
Carried.

The June meeting date was moved to June 29<sup>th</sup> at 9 a.m. in Humboldt.

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

Motion 04-15-145: Hamlin, that the meeting go into an in-camera session with the CEO at 9:15 a.m..

The Chairperson called the meeting back into regular session at 9:45 p.m.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

The Chairperson attended the ASRC meeting on March 26th.

### **ASRC UPDATE**

The Chairperson and the CEO attended the March 26<sup>th</sup> ASRC meeting.

Each College was asked to go back and ask their Board the following questions:

- What is the purpose of the association?
- What value do we get for our \$30,000?
- Do you want your Chair to represent your College or do you want all Board members to participate?

It was proposed that the CEO council organize two annual events with all Board members and CEOs:

- 1) Advocacy event with MLAs
- 2) PD and networking opportunity – facilitated session with a structured agenda

The chair and CEO will take this message back to the ASRC in June.

## **CEO REPORT**

### **Continuous Agenda**

The CEO presented the 2015-2016 Continuous Agenda. It was noted that there are plans to hold three meetings at a local business or industry in the region. The September meeting date was changed to September 22 due to a scheduling conflict.

Motion 04-15-146: Dominguez, that the Board approve the 2015-2016 Continuous Agenda as amended.  
Carried.

*The remainder of the Senior Leadership Team joined the meeting at 10:10 a.m.*

### **Strategic Plan 2016-2019**

The CEO reviewed the proposed process in developing a new three-year Strategic Plan and noted that the Plan will be finalized in the spring of 2016. There will opportunities to garner staff input.

*The meeting took a 10 minute recess.*

### **Draft Multiyear Budget/Business Plan**

The CEO presented the draft 2016-2018 multiyear Business Plan. The Business Plan will be brought to the May Board meeting for final approval prior to submitting it to the Ministry.

*MacLeod departed the meeting at 11:02 a.m.*

### **Board Governance Health Check**

The summary of the Governance Health Check was presented to the Board. The results were very positive with public relations continuing to be an area to work on as well as moving the strategic planning forward.

## **DIRECTOR OF FINANCE REPORT**

The Director of Finance's report was reviewed and the following items were added:

- Sask Youth Initiative – final claim submitted
- Correct Watrous civic address

### **Revenue and Expense Summary**

The revenue and expense summary was received for information.

### **Audit Process Discussion**

It was decided that it would be best to meet face to face with Mr. Bob Frape, the College's local auditor, rather than via teleconference. Mr. Frape will be invited to the May or June meeting. The Board will have an opportunity to communicate their audit requirements with the auditor and target certain areas of concern or interest.

### **DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed.

### **Partnership Report**

The partnership report was received for information.

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed.

Discussed the exclusion of supervisory employees from existing and future bargaining units.

### **OTHER**

#### **Next Meeting Date**

- May 19, 2015, Humboldt, College Classroom #152
- June 29, 2015, Humboldt, College Classroom #152

#### **Information Items**

The following items were received for information purposes:

- Year End Celebration Update
- February payments

*Deanna Gaetz, Enterprise Division Manager, joined the meeting at 11:35 a.m. to present the Enterprise Report.*

The Chairperson departed the meeting at 11:40 a.m. and asked that Vice-Chairperson Dominguez finish chairing the meeting in his absence.

#### **In-Camera Session without the CEO**

Motion 04-15-147: Hamlin, that the meeting move into an in-camera session without the CEO at 11:50 a.m.

Carried.

The Vice-Chairperson called the meeting back into session at 12:08 p.m.

#### **Adjournment**

Motion 04-15-148: Bergerman, that the meeting adjourn at 12:09 p.m.  
Carried.