

**Minutes of the Regular Meeting of  
The Board of Trustees of Carlton Trail College  
Held at the Carlton Trail College Office, Humboldt, SK  
June 29, 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, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Administration Amy Yeager, and Recorder Sheri Ulrich

**REGRETS:** Director of Programs, Shelley Romanyszyn-Cross

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

**AGENDA:** The agenda was reviewed and the following was added:  
10.1 Correspondence: June 26/15, M. Michaud, re: APAG Fall Visits

Motion 06-15-157: Bergerman, that the agenda be approved as amended.  
Carried.

### **MINUTES**

The minutes from the May 19<sup>th</sup> regular meeting were reviewed.

Motion 06-15-158: Dominguez, that the May 19, 2015 meeting minutes be approved as presented.  
Carried.

### **BUSINESS ARISING**

#### **Debt Collection History**

The CEO reported on the past debt collection records. The College is currently trying to connect with the Yellow Quill First Nation's accountant regarding payment. There appears to be no signed contract with Yellow Quill. The College will only provide services with cash up front until the account is settled. The purchasing policy is being edited and will be brought to the Board for consideration in September.

#### **Meeting Start Times for 2015-2016**

Discussion ensued surrounding Board meeting start times. It was decided to start the November to March meetings at 10:00 a.m. and the April, May, June, September and October meetings at 9:00 a.m.

#### **Code of Conduct**

The options available for Board member meeting participation when not available to attend in person were discussed. The CEO reviewed the Board's code of conduct policy including a meeting etiquette addition.

Motion 06-15-159: Hamlin, that the Board approves Policy 1.18, Code of Conduct, as revised.  
Carried.

#### **Board Attendance Summary**

The 2014-2015 attendance summary was received for information. The attendance summary will continue to be shared annually at the June meeting. If there is a concern with Board member attendance, the Chair will contact that member directly.

## **BOARD MEMBER REPORTS**

### **Board Chairperson Report**

The Board Chair attended the University of Regina Senate meeting on June 3<sup>rd</sup> and noted the following:

- concern over funding shortfall
- debate over the removal of the prayer from the convocation ceremony. There was consensus among the Carlton Trail Board that a generic prayer should be kept.

There was a brief discussion surrounding the increase of on-line training and the option of the College providing a laptop to students who do not have computer access.

### **ASRC UPDATE**

The CEO attended the ASRC meeting on June 11<sup>th</sup> at Jackfish Lake.

At that meeting there was a motion made to disestablish ASRC. The motion was tabled until the November meeting to allow for discussion with board members at all colleges.

Motion 06-15-160:      Bergerman, that the Board supports the motion of the disestablishment of ASRC with the CEOs being responsible for advocacy, Board networking and PD opportunities.  
Carried.

The fee structure of any new entity will be discussed at the November ASRC meeting.

## **CEO REPORT**

### **Community Sponsorship Report**

The CEO presented the 2014-2015 community sponsorship report indicating that the College sponsored \$3,923 in community events. Next year the requests that were turned down will also be included in the Community Sponsorship report.

### **Appointment/Reappointment of Board Members**

The CEO presented a draft letter to Minister Moe requesting reappointment of Trustees Bergerman and Winkel. Succession planning for the Board was discussed. The Chairperson thanked Trustees Winkel and Bergerman for continuing to serve on the Board.

*The remainder of the Senior Leadership Team joined the meeting at 10:00 a.m.*

## **DIRECTOR OF FINANCE REPORT**

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

- recently received payment for SaskYI final claim
- Yellow Quill First Nations – withholding a refund cheque until payment is received. May create an allowance for bad debt for the upcoming year.

### **Revenue and Expense Summary**

The revenue and expense summary was received for information.

### **Directors' Liability Coverage**

The Director of Finance reported that the Directors' liability coverage has been renewed for the upcoming fiscal year.

### **Audit Plan**

The Audit Plan, prepared by E.J.C. Dudley & Co., dated June 5<sup>th</sup> was reviewed and received for information. The Audit letter included a section on Audit Questions and Requests to which the CEO will respond indicating policies and procedures are in place, that the Board has no knowledge of any fraud, and will note the additional risk of the requirement of signed contracts with third parties and the present outstanding receivable from Yellow Quill.

The local Auditor will be evaluated after the audit presentation at the October meeting.

### **DIRECTOR OF PROGRAMS REPORT**

The Director of Program's report was reviewed. Upon completion of the Strategic Student Enrollment Management System it will be brought to the Board for information.

### **DIRECTOR OF ADMINISTRATION REPORT**

The Director of Administration's report was reviewed and the following items were noted:

- Cultural survey results are very positive
- Grievance process update

### **OTHER**

#### **Correspondence**

- May 7/15, L. Greenberg, re: New West Partnership Trade Agreement
- May 19/15, L. Greenberg, re: The Degree Authorization Regulations
- May 20 & June 12/15, Staff Thank You Emails
- May 22/15, Carlton Trail College Congratulatory Letter to Minister Moe
- May 28/15, Minister Moe, re: Post-Secondary Education Indicators
- June 26/15, Marcel Michaud, re: APAG Fall Visits
  - Follow-up meeting on what is outstanding as well as feedback on:
    - Governor training
    - Strategic Plan
    - Governance appointment process
    - Communication, supports and recommendations moving forward
  - The Ministry would like to meet between September 28 and October 9/15. The CEO will respond that Carlton Trail Board is available to meet on September 29, October 1 or October 6 at 10 a.m.

#### **Next Meeting Date**

- September 14, 2015, at 9 a.m. Humboldt, Humboldt Chamber of Commerce Office  
Due to a scheduling conflict, the September 22<sup>nd</sup> meeting was rescheduled to Monday, September 14<sup>th</sup>.

### **Information Items**

The following items were received for information purposes:

- April and May Payments
- CiCan Distinguished Service Award

### **Roundtable Discussion**

- Keep future June meetings light to allow for extra time for the CEO and Board evaluations.
- Trustee Dominguez will forward information to the Executive Secretary regarding the Governance certification and the hours required to keep the designation current. The Executive Secretary will keep track of the activities that will qualify for each Board member.

Motion 06-15-161:      Winkel, that the meeting recess at 11:05 a.m. to hold the Annual General Meeting.  
Carried.

The Chairperson resumed the regular meeting at 11:25 a.m.

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

Motion 06-15-166:      Winkel, that the meeting go into an in-camera session at 11:26 a.m.  
Carried.

*The meeting recessed at noon for lunch and the Viterro Scholarship presentation.*

The Chairperson resumed the regular meeting at 1:30 p.m.

The CEO left the meeting at 2:10 p.m. to allow for in-camera discussion among Board members.

The Chairperson called the meeting back into regular session at 2:45 p.m.

### **Board Annual Evaluation**

Motion 06-15-167:      Bergerman, that the Board accepts the Board Annual Evaluation results as compiled by Laura Soparlo Consulting.  
Carried.

### **CEO Annual Evaluation**

Motion 06-15-168:      Hamlin, that the Board accepts the CEO Annual Evaluation results as compiled by Laura Soparlo Consulting.  
Carried.

### **Adjournment**

Motion 06-15-169:      Dominguez, that the meeting adjourn at 2:55 p.m.  
Carried.

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Chairperson

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Recorder