

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the Chamber of Commerce Office, Humboldt, SK  
September 14, 2015 at 9:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees, Denis Bergerman, ~~Roland Hamlin~~, Sommer MacLeod, VP Finance Andy Burgess, VP Administration Amy Yeager, and Recorder Sheri Ulrich

**REGRETS:** Directors, Winkel and Hamlin  
President and CEO, Ivan Yackel and  
VP Academic, Shelley Romanyszyn-Cross

**TO ORDER:** The Chairperson called the meeting to order at 9:05 a.m.

**AGENDA:** The agenda was reviewed and the following was added:

10.1 Correspondence - Letter from the Government of Saskatchewan

Motion 09-15-170: Dominguez, that the agenda be approved as amended.  
Carried.

### **MINUTES**

The minutes from the June 29<sup>th</sup> regular and annual meetings were reviewed.

Motion 09-15-171: Bergerman, that the June 29<sup>th</sup> regular meeting and annual meeting minutes be approved as presented.  
Carried.

### **BUSINESS ARISING**

#### **Auditor Evaluation Information for Discussion**

The audit evaluation process was discussed and it was decided to defer this topic until the October meeting when all Directors are present and the 2015 financial statements have been approved.

#### **June 30/15 Response to Audit Questions and Requests**

The Chairperson's response to the audit questions and requests was received for information.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

The Board Chairperson did not have a report at this time.

#### **Receipt of Letter of Resignation**

The resignation letter, dated June 29<sup>th</sup> from Dr. Ivan Yackel, was received for information. The Board expressed appreciation for Dr. Yackel's mentorship and for his part in the culture change.

Motion 09-15-172: MacLeod, that the Board accepts, with regret, the resignation and notice of retirement of Dr. Ivan Yackel, as President and CEO, effective August 31, 2016 or such earlier date as may be mutually negotiated.  
Carried.

## **ASRC UPDATE**

### **Parkland Notice of Withdrawal**

The June 25<sup>th</sup> letter from Parkland College giving notice of withdrawal from ASRC effective July 1, 2016, was received for information.

The Chairperson and the President and CEO will be attending the upcoming ASRC meeting in November.

## **PRESIDENT AND CEO REPORT**

### **President and CEO Search**

The Chairperson reviewed the President and CEO search timeline, the draft advertisement and the draft President and CEO profile. As per the CEO search timeline, the new President and CEO will assume his or her duties August 2016 or sooner. The staff was given an opportunity at the Annual Staff Start-up Meeting to give feedback on what qualities to look for in a CEO.

### **Provincial Government Funding Reduction**

The letter from the Ministry indicating a .5% reduction in funding, \$13,000, was received for information. The President and CEO and the VP Finance have discussed the options and it was noted that the College will be able to manage this.

### **Policy 3.34 Sexual Harassment Policy**

Policy 3.34 was presented to the Board for final approval. It was noted that upon approval, a copy will be forwarded to the Ministry as requested.

Motion 09-15-173:      Dominguez, that the Board gives final approval to Policy 3.34 Sexual Harassment, as presented.  
Carried.

### **Policy 1.4 Signing Authority**

Policy and procedure 1.4 was presented to the Board for approval in principle. The procedure, including a matrix of signatory responsibilities, was distributed.

Motion 09-15-174:      Bergerman, that the Board gives approval in principle to Policy and Procedure 1.4 Signing Authority, as presented.  
Carried.

### **Policy 2.11 Purchasing Policy**

Policy 2.11 was presented to the Board for approval in principle.

Motion 09-15-175:      Dominguez, that the Board gives approval in principle to Policy 2.11 Purchasing, as presented.  
Carried.

### **Policy 2.16 Tenders**

Policy 2.16 was presented to the Board for approval in principle.

Motion 09-15-176: MacLeod, that the Board gives approval in principle to Policy 2.16 Tenders, as presented.  
Carried.

### **Policy 4.6 Information Technology**

Policy and procedures 4.6 was presented to the Board for approval in principle.

Motion 09-15-177: Bergerman, that the Board gives approval in principle to Policy and Procedures 4.6 Information Technology, as presented.  
Carried.

### **Housekeeping Revisions to Policies and Procedures**

It was noted that the following revisions were made to all policies and procedures:

- Board of Trustees/Governors changed to Board of Directors
- CEO changed to President and CEO
- Director of Finance changed to VP Finance
- Director of Programs changed to VP Academic
- Director of Administration changed to VP Administration
- Title changes
- Minor formatting and grammatical errors

Motion 09-15-178: Dominguez, that the Board gives approval to the above-noted housekeeping revisions with a revised date of the new web-site launch.  
Carried.

### **Brown Governance Current State of Inventory Meeting**

The meeting with the Ministry is scheduled for October 1<sup>st</sup> 10 a.m. in Humboldt. It was noted that all Board members should try and attend and that the CEO will be participating by teleconference. The CEO and President's office was notified recently that Minister Moe, as well as Donna Harpauer, MLA, will be joining the meeting for a meet and greet lunch followed by a tour the facilities.

The topics covered at the meeting will include:

- Professional Director Education and Certificate Program
  - Extra module of the program may be of interest
  - Is the certification recognized and valued in all sectors
- Strategic Plan
  - A copy of our current strategic plan will be emailed to the Board
- Board Recruitment
  - Somewhat disappointed in the delay
- Communication, supports and recommendations moving forward

### **VP FINANCE REPORT**

The Director of Finance's report was reviewed and the following items were noted as a priority this fall:

- Purchase of the Punnichy Church
- Facility capacity evaluation

The outstanding payable and the impending bad debt from the Yellow Quill First Nation were discussed. It was noted that all avenues, including a legal opinion, should be explored and that tighter internal controls should be implemented.

Motion 09-15-179: Dominguez, that the Board authorize a write-off of \$58,000 outstanding from Yellow Quill First Nation, effective June 30, 2015, as reflected in the year-end financial statements.  
Carried.

### **Variance Analysis**

The VP Finance reviewed the June 30, 2015 variance analysis and it was received for information.

*Guest: Mr. Bob Frape, CA, EJC Dudley & Co., joined the meeting at 10:50 a.m.*

### **June 30, 2015 Audited Financial Statements**

Mr. Frape presented the Financial Statements, the Independent Auditor's Report and the Management Letter for the year ended June 30, 2015. The following were noted in the Management Letter:

- CEO approval of carrying over more than two weeks' vacation
- Annual inventory of all equipment; recommended a scheduled rotation
- Monthly payroll final report must be signed by the VP Administration
- Revenue contracts must be obtained and signed

Motion 09-15-180: MacLeod, that the Board approve the Audited Financial Statements, as presented, for the year ended June 30, 2015.  
Carried.

*Mr. Frape departed the meeting at 11:05 a.m.*

### **VP ACADEMIC REPORT**

The VP Academic's report, including the current enrolment numbers and the program update, was received for information.

### **VP ADMINISTRATION REPORT**

The Director of Administration's report was reviewed.

### **OTHER**

#### **Correspondence**

- June 29/15, Minister Moe, re: Business Plan Approval
- June 30/15, Carlton Trail College letter to Minister Moe re: AGM and Board Member List
- July 22/15 Letter from Minister Moe re: Board Reappointment
- September 10/15, Louise Greenberg re: Change in SK Higher Education Quality Assurance Board

### **Next Board Meeting**

- The October meeting was tentatively changed to **October 15<sup>th</sup>**; confirmation of the date change and location will be emailed to the Board of Directors.

### **Facility/Occupational Health and Safety Report**

*Guest: Richard Renneberg, Facility Technician, joined the meeting at 11:30 a.m. and presented his Facility/OH&S Report.*

In addition to the report the following items were discussed:

- Street appeal of the Humboldt Welding Shop and the Watrous administrative facility.
- The lease with Horizon School Division for the Wynyard, Punnichy and Watrous facilities expires this year. The College will be requesting a two-year lease extension.

### **Information Items**

The following items were received for information purposes:

- June and July Payments
- One Arrow Equestrian Newsletter – The Board suggested that we hold a Board meeting at the One Arrow Equestrian Facility this fiscal year.
- Apprenticeship Awards 2015 – The College purchased four tickets. Please let the CEO's office know if you are interested in attending.

### **Roundtable Discussion**

- It was suggested that if a VP is not in attendance, arrangements be made to present their report on their behalf

### **Adjournment**

Motion 09-15-181: MacLeod, that the meeting adjourn at 12:05 p.m.  
Carried.

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Chairperson

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Recorder