



**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
March 28, 2012
2nd Floor Boardroom, 2140 Hamilton Street
REGINA SK**

Meeting Number 2012-02

Members Present:

Doug Christie (Vice-Chair)
Clarence George
Tim Earing
Teresa Hards
Doug Mitchell
Linda Turta
Brett Vandale

Frank Burnouf
Jim Deck
Gregory Gaudet
Bryan Leier
Marral Thomson
David Boehm
Brent Waldo

Regrets:

Garry Kot
Vince Morrissette

Monte Allan

Staff:

Joe Black, CEO
Sherry Morcom-Runge, Recorder

Lillie Wong, Director of Corporate Services
Rick Ewen, Director of Apprenticeship
Dawn Stanger, Strategic Advisor

Guest

Gord Heidel
Troy Knipple
Harvey Linnen, HJ Linnen

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order</p> <p>Introductions were made. Doug Christie, Vice-Chair, chaired the meeting.</p>	
<p>#1 Adoption of the Agenda</p> <p>The Business Plan Draft item was moved to number 4 on the agenda.</p>	<p>Motion #2012-02-01 M/S Christie/Vandale that the Commission Board approve the agenda as amended. Motion carried</p>
<p>#2 Adoption of January 25, 2011 Minutes and Business</p> <p>Business Arising</p> <ul style="list-style-type: none"> • There were two motions from the January 25, 2012 meeting that were moved - #2012-01-17 and #2012-01-18. 	<p>Motion #2012-01-17 M/S Boehm/Leier that the Commission Board of Directors accept the Chairs Report of January 25, 2012 as presented. Motion carried</p> <p>Motion #2012-01-018 M/A Thomson/Earing that the Commission Board of Directors accept the CEO Report of January 25, 2012 as presented. Motion carried</p> <p>Motion #2012-02-02 M/S Vandale/George that the Commission Board of Directors accept the Minutes of January 25, 2012 as presented. Motion carried</p>
<p>#3 Chair's Report</p> <p>The Vice-Chair reported on the following:</p> <ul style="list-style-type: none"> • SATCC statistics were distributed in the board packages prior to the meeting. 	<p>Motion #2012-02-03 M/S Vandale/Deck that the Commission Board accept the Chair's Report as presented. Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> The Vice-chair reported that he attended the CCDA meeting in Ottawa, February 22-23, 2012. All jurisdictions seem to share a common concern on how the Red Seal is being evaluated and applied across the country. Jurisdictions need to remain diligent in monitoring how the Red Seal trades are being applied across the country. The Red Seal program is based on industry involvement, one standard across the country. 	
<p>#4 2012-2013 Business Plan Draft</p> <p>Discussion around the Business Plan is strictly confidential. There was general discussion around the following:</p> <ul style="list-style-type: none"> David Boehm, apologized for the communication errors around the budget announcement, specifically the SATCC increase to tuition rates. The responsibility for the increase to tuition rates lies with the Commission Board of Directors, not the Ministry of Advanced Education, Employment and Immigration. There is room to consider raising the tuition fees, in comparison to some of Saskatchewan's neighbouring provinces. The level of support from the Ministry of Advanced Education, Employment and Immigration is levelling off of in terms of support. The revenue numbers will dictate to government what it can and cannot do in terms of funding. The cost of a level of apprenticeship training is approximately \$3,500 dollars. Apprentice share is 8%. Training programs are heavily subsidized. There have been a number of financial incentives for apprentices over the last few years from the Federal Government. 95% of our apprentices are in the Red Seal program and have access to Federal grants. The Commission Board of Directors was presented with the draft 2012 - 2013 Business Plan. 	<p>Motion # 2012-02-04 M/S Gaudet/George that the Board of Directors approve the increase to tuition by \$45 effective July 1, 2012. Motion carried</p> <p>The direction from the Commission Board of Directors is the SATCC can now announce that there will be an increase to tuition. The SATCC is in the process of having a professional communication developed. There will be a Q&A sent to board members to help them respond to questions from industry, public, apprentices, etc.</p> <p>The Board of Directors requires an evaluation on how Saskatchewan compares to other provinces and how much we would have to increase tuition rates to stay current with other provinces. Note: Going forward the SATCC should consider reviewing tuition annually on the basis of the average of the general cost of living.</p> <p>Motion # 2012-02-05 M/S Waldo/Vandale that the Commission Board of</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • Strategic Goals and Outcomes, Key Actions and Performance Measures are based on the Board approved Strategic Plan 2009-2012. • SATCC goals are aligned with Government and the Ministry of Advanced Education, Employment and Immigrations goals and objectives. • There will be a full report available on lean initiatives at the May Commission Board meeting. 	<p>Directors accept the 2012-2013 Business Plan as presented. Motion carried.</p>
<p>#5 CEO's Report</p> <p>For detailed information, please refer to the CEO Report included in the Commission Board meeting package.</p> <ul style="list-style-type: none"> • The CAF Conference will be held June 3-5, 2012, in Regina. School counsellors, teachers, etc, will be invited for the last afternoon of the conference. • Appendix A – Trimester Report – There was general consensus to present a six month report to the Board of Directors and the Annual Report would serve as the year-end report, instead of trimester reporting. 	<p>Motion #2012-02-06 M/S Turta/Gaudet that the Commission Board accept the CEO's Report as presented. Motion carried</p>
<p>#6 Committee Reports</p> <p>#6a Governance Committee</p> <ul style="list-style-type: none"> • The Commission Board of Director's viewed the on-line Board Orientation. • 16 people responded to the survey that Irene Seiferling sent out to the Commission Board of Directors. <p>#6b Finance/Audit Committee</p> <p>Brett Vandale reported that the Finance/Audit committee met on March 28, 2012.</p> <ul style="list-style-type: none"> • A brief overview included the following: 	<p>Motion #2012-02-07 M/S Waldo/George that the Commission Board accept the Governance Committee report as presented. Motion carried</p> <p>Motion #2012-02-08 M/S Vandale/Waldo that the Commission Board accept Finance and Audit Committee report as presented. Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • Contracts that the SATCC wasn't aware of last year when developing the budget are now included. • Apprentices were called to their courses earlier, therefore, the revenue streams didn't match. We are getting the funds earlier. • A 10% staff vacancy was used for budgeting purposes. The vacancy rate is actually 7%. • ICEMs has been paid in advance, appears as a variance. • Advertising appears to be under budget partly due to a focus group test that was planned for this year but will not be done. • There were more partnership brochures completed this year than anticipated. • Capital purchases are under budget, but should be close to the estimated budget by year end. • Client fee summary shows that we have been getting more new apprentice registrations than expected. <p>#6c CEO Search Committee</p> <ul style="list-style-type: none"> • A firm has been engaged to facilitate the search process. Detailed information packages have gone to industry. Interest expressed has been high. Waterhouse Executive Search will come back with their list of potentials, which the committee will evaluate. A list of 3-4 candidates will be shortlisted. <p>#6d Strategic Planning Committee</p> <ul style="list-style-type: none"> • Harvey Linnen made a presentation to the Commission Board of Directors. • Board of Directors members who would like to participate in a telephone interview, should contact Harvey Linnen. • The Commission Board of Directors, Strategic Planning Committee and the Senior Management Team have defined the priorities. The result is a 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>summary of priorities.</p> <ul style="list-style-type: none"> • The interviews will be compiled and presented to the Commission Board of Directors at the Strategic Planning Session. • The target groups are not all inclusive. If there are areas that need to be added, please inform the CEO. • Apprentices aren't on the list due to the high number of apprentices. There is no one place where apprentices are represented. Apprentices can speak to their own personal experiences only. <p>#6e Regina Trades and Skills Centre</p> <ul style="list-style-type: none"> • RTSC has put in an offer on the building previously occupied by Office Depot which has been accepted. Intent is to be ready to occupy the space in January 2013. They will lease out the remainder of the current building and keep it for generating revenue. Funds will be used to run extra courses and run new programs. <p>Re-purposing of Cochrane Collegiate</p> <ul style="list-style-type: none"> • Cochrane will serve as a central point for applied practical programs. There will be new shops opening at the school. They have modified academic programs, but not modified applied practical arts programs. <p>#6f Saskatoon Trades and Skills Centre</p> <ul style="list-style-type: none"> • • There was no report 	
<p>#7 Trade Board Renewal and Board Appointments/Changes</p>	<p>Motion #2012-02-09 M/S Deck/Mitchell that the Commission Board remove the members from the Trade Board (as per attached list) Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
	<p>Motion #2012-02-10 M/S Gaudet/Hards that the Commission Board appoint members to the Trade Board (as per attached list). Motion carried</p> <p>Motion #2012-02-11 M/S George/Vandale that the Commission Board remove members from the Curriculum and Exam Development Boards (as per attached list). Motion carried</p> <p>Motion #2012-02-12 M/S that the Commission Board appoint members to the Curriculum and Exam Development Boards (as per attached list). Motion carried</p> <p>Motion #2012-02-13 M/S Turta/Mitchell that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried</p> <p>Motion #2012-02-14 M/S Vandale/Earing that the Commission Board appoint members to the Trade Examining Boards (as per attached list). Motion carried</p>
#8 Trade Board Minutes	<p>Motion #2012-02-15 M/S Waldo/Leier that the Commission Board receive the</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> There were no issues arising from the Trade Board Minutes. 	Trade Board minutes as distributed. Motion carried.
<p>#9 Commission Board of Directors Round-Table</p> <ul style="list-style-type: none"> Gord Heidel reported that “Try a Trade” is happening. Middle school level practical applied arts is a concept that is now being re-established. Youth are exposed to the trades early in life. This helps to keep the students engaged in school. Communication Strategy can be focussed on middle level schools, rather than focussing on just high school. Skills Canada hosted the provincial competitions in Regina in January of 2012. The 2013 Skills Canada Provincial Competition will be in Saskatoon and the National Competition in Edmonton in May of 2013. Troy Knipple – UA had opened a training facility in Saskatoon in June of 2011. They will be opening a new facility in Regina as well in the near future. SIAST - Brent Waldo reported that the mining technology program is going to start in Saskatoon this fall. There is room for space development, but the budget won't allow it. 	
<p>#10 In-Camera Session (as required)</p> <ul style="list-style-type: none"> There was no In-Camera session. 	
<p>#11 Other Business</p> <ul style="list-style-type: none"> There was no Other Business. 	
<p>#12 Next Meeting</p> <ul style="list-style-type: none"> Sherry will poll the Commission Board of Directors to determine a suitable date for the next Commission Board meeting. 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>#13 Adjournment</p> <ul style="list-style-type: none"> The meeting adjourned at 2:05 pm. 	<p>Motion #2012-02-16 M Brian Leier moved that the Commission Board adjourn the meeting. Motion carried</p>

Minutes approved:



Commission Chairperson



Commission Vice Chairperson

Saskatchewan Apprenticeship and Trade Certification Commission

**Curriculum & Exam Development Board Removals and Appointments
March 28, 2012**

Proposed for Removal From The CEDB

Trade	Board Member	Reason
Electronics Assembler	Mike Bodnarchuk	Resigned
Heavy Duty Equipment Mechanic	Kent Harrington	Resigned
Heavy Duty Equipment Mechanic	Denis Stoltz	Resigned
Electronics Assembler	Norine Wilson	Resigned

Proposed for Appointment to the CEDB

Trade	Nominated for Appointment to the CEDB
--------------	--

Saskatchewan Apprenticeship and Trade Certification Commission

**Trade Board Appointments
March 28, 2012**

Proposed for Removal From the TB

Trade	Removal from the TB	Reason
Electronics Assembler	Norine Wilson	Resigned

Proposed for Appointment to the TB

Trade	Nominated for Appointment to the TB
Automotive Service Technician	Don Klassen (er)

Saskatchewan Apprenticeship and Trade Certification Commission

**Trade Examining Board Removals and Appointments
March 28, 2012**

Proposed for Removal from the TEB

Trade	Removal from the TEB	Reason
Electronics Assembler	Norine Wilson	Resigned

Proposed for Appointment to the TEB

Trade	Nominated for Appointment to the TEB
Hairstylist	Tracy Bitternose