

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held in Classroom 154, Humboldt, SK  
April 18, 2023**

**PARTICIPATING:** Chairperson, Sandy Flory; Directors, Evan Doepker, Shawna Miller, Darrell Paproski; Amy Yeager, President and CEO; Andy Burgess, VP Finance; Amanda Kosokowsky, Recorder

***Guest:** Laura Soparlo, Soparlo Consulting, joined the meeting via Zoom at 8:03 AM to review the President & CEO and Board Evaluations.*

**REGRETS:** None

**TO ORDER:** The Chairperson called the meeting to order at 10:38 AM

*“As we strive for reconciliation and meaningful relationships, Carlton Trail College respectfully acknowledges that we are situated on Treaty 4 and 6 Territories and the traditional homeland of the Metis.”*

*“Is anyone aware of any claims or potential claims against the College that would result in financial loss or wrongful dismissal claim?” None cited.*

### **AGENDA**

The agenda was reviewed.

Motion 04-23-37: Paproski, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the March 28, 2023, regular meeting was reviewed.

Motion 04-23-38: Doepker, that the minutes from the March 28, 2023, regular meeting be approved as presented.  
Carried.

### **BOARD**

#### **Board Chairperson Report**

No new activities to report. Regional College Board Chairpersons are interested in meeting as a group at the CICan Conference in Montreal.

#### **2023-2024 Continuous Agenda Review**

The President & CEO presented the 2023-2024 Continuous Agenda and made note of the requested changes.

#### **Section 1 – Board Policies & Procedures Review**

The President & CEO presented the requested changes.

- Housekeeping changes to pages 21, 23 (link update), 41, 45 and 51.

- Board suggested that Page 29 (1.4 – Signing Authority Matrix) be reviewed for clarity.

Motion 04-23-39: Miller, that the Board Policies and Procedures changes be approved as stated in the Board package.

Carried.

## **COMMITTEE REPORTS**

### **Governance and Human Resources Committee**

#### **President & CEO Evaluation**

Laura Soparlo reviewed the completed responses from the President & CEO evaluation at the Governance & HR Committee meeting earlier today.

#### **Board Evaluation**

Laura Soparlo reviewed the completed responses from the Board evaluation at the Governance & HR Committee meeting earlier today.

**Next Gov/HR Meeting** – October 2023

### **Finance/Audit/Risk (FAR) Committee**

#### **Pre-Audit May 31, Meeting – Planning and Questions**

Comptroller gave official approval for Carlton Trail's proposed treatment of the new cloud computing arrangement last week.

Interim audit booked for last week of June.

Pre-audit booked for May 30, 2023, in Watrous. Lead Auditor, Diana Leray, has confirmed her attendance for the pre-audit meeting.

**Next FAR Meeting** – May 30, 2023

## **PRESIDENT AND CEO REPORT**

### **Draft Multi-Year Business Plan (MYBP) 2023-2024**

The President & CEO and the VP Finance presented the draft MYBP and highlighted the following:

- Funding, such as trades, health, and disability grants for students were included this year.
- Inflation costs must be monitored to determine affects on budget.
- Due to additional health and trades operational funding, the College is in a good financial position for the upcoming fiscal year.

*Director Shawna departed meeting at 11:32 AM.*

- The College has money in reserves to help with the purchase of two new CVAs.

## Board Meeting Minutes

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Motion 04-23-40: Paproski, that the Board needs to have a copy of the completed MYBP in its entirety by April 27 (meeting via Zoom), to discuss and review so it can be finalized on April 28, 2023.

Carried.

### **Ministerial Engagement**

Meeting scheduled on April 29, 2023, regarding Education and Training Incentive (ETI)

### **Community Engagement**

Volume 3 of the Trailblazer will be sent out end of week.

President & CEO attended the Humboldt Chamber of Commerce AGM on April 5, 2023.

President & CEO had interviews with *saskNOW* and *northeastNOW* regarding the trades facility expansion.

Leadership meeting was held in Punnichy on April 6, 2023.

May 30, Board meeting is scheduled to take place in Watrous at the PN building with the auditor, the town of Watrous councillors, and the leadership team joining us.

### **CEO Council Update**

Next meeting is scheduled for May 11, 2023, in Saskatoon.

Regional Colleges will be meeting with the Saskatchewan Association of Licensed Practical Nurses (SALPN) on May 16, 2023, to discuss education bridging opportunities.

### **Information Items**

#### Director's Report

Received for information.

#### Higher Education ERP – SIS Project – Monthly Status Report and Finance Tracker

Received for information.

Change order recently signed and after being reviewed by Legal. SIS portion is proceeding, but timelines are delayed.

#### Graduation Update

Received for information. Board members volunteered to attend upcoming year-end celebrations:

- Director Paproski: ABE & Security Officer in Four Winds Punnichy, May 5, 2023.
- Chair Flory: ABE & Post-Secondary in Humboldt, May 31, 2023.

**VP FINANCE REPORT**

**Revenue and Expense Report**

Presented by the VP Finance.

**Income Statement/Balance Sheet**

Presented by the VP Finance and received for information.

**OTHER**

**Correspondence**

**Next Board Meeting** – May 30, 2023, Regular Meeting and FAR Committee, Watrous (9 AM)

**Information Items**

Media Release regarding the Carlton Trail College expansion was discussed.

**Roundtable**

*The meeting recessed at 12:03 PM for lunch.*

**In-Camera Session with the President and CEO**

Motion 04-23-41: Paproski, that the meeting moves into an in-camera session at 12:35 PM.  
Carried.

*CEO left the meeting at 12:58 PM.*

Motion 04-23-42: Doecker, that the meeting moves back into regular session at 1:22 PM.  
Carried.

**Adjournment**

Motion 03-23-43: Paproski, that the meeting adjourn at 1:24 PM  
Carried.

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Chairperson

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Recorder