

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the College Office, Classroom #153, Humboldt, SK
April 26, 2022**

PARTICIPATING: Vice Chairperson Sandy Flory, Directors, Evan Doepker, Shawna Miller, Darrell Paproski, Shaun Haskey, President and CEO, Amy Yeager, VP Finance Andy Burgess, Recorder Sheri Ulrich and recording observer Amanda Kosokowsky

REGRETS: Chairperson Adrienne Jackson

TO ORDER: The meeting was called to order at 10:30 a.m.

"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, and the following were added:

- 6.6.7 George Gordon First Nation Unmarked Graves
- 8.3 Information: Media Release – April 25, 2022, Carlton Trail College Pays It Forward (Lysol wipe donation)

Motion 04-22-118: Haskey, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the March 29, 2022, regular meeting was reviewed. It was noted that a follow-up meeting with St. Peter's College has not been scheduled.

Motion 04-22-119: Doepker, that the minutes from the March 29, 2022, regular meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report – no report available

March 30, 2022, Correspondence to Minister Makowsky re: Directors Flory and Haskey First Term Expiry
Correspondence was received for information. Recruitment will be discussed at the Governance & HR Committee meeting later today.

2022-2023 Continuous Agenda Review

President and CEO presented the 2022-2023 continuous agenda and made note of the changes. The month of February will be added with no meeting scheduled. To increase College visibility and branding, Board meeting locations/venues will be moved to various communities within our region. Also, community leaders and partners will be invited to meet with the Board over lunch where a brief overview of the College will be shared. It was noted that Environmental and Social Governance (ESG) and our carbon footprint will be taken into consideration when planning the meetings.

COMMITTEE REPORTS

Governance and Human Resources Committee

President and CEO Evaluation

Laura Soparlo will review the completed responses from the CEO evaluation at the Governance & HR Committee meeting later today.

Board Evaluation

Laura Soparlo will review the completed responses from the Board evaluation at the Governance & HR Committee meeting later today.

Next meeting scheduled for October 25, 2022.

Finance/Audit/Risk (FAR) Committee

Pre-Audit May 31 Meeting – Planning and Questions

VP Finance met with the lead auditor of KPMG, Diana Leray, to discuss the upcoming audit. She has confirmed attendance at the pre-audit meeting on May 31. The following were identified as items to address at the pre-audit meeting:

- Review Audit Plan and confirm the interim and final audit dates
- Enterprise Resource Planning (ERP) will be a focus; VP Finance will work with the auditor to separate ERP activity on the financial statements

Next Meeting – Tuesday, May 31, 2022

PRESIDENT AND CEO REPORT

Draft Multi-Year Business Plan (MYBP) 2022-25

The CEO presented the draft MYBP and highlighted the following strategic and collaborative initiatives:

- Hybrid working/learning environment enhancements
- Indigenization efforts
- Humboldt Technical facility expansion
- 50 Anniversary
- Enterprise Resource Planning (ERP) and Student Information System project
- Various program partnerships
- Continued sustainability efforts to reduce our expenses and grow revenue

It was noted that there is an anticipated increase in international students and that the College will continue to provide English language support and essential skills. The CEO will investigate regional demand and needs, as well as community impact, to further develop our business case for serving international students and becoming a designated educational institution.

The CEO also noted that the balanced scorecard targets will be updated to reflect 2022-23 information.

Motion 04-22-120: Paproski, that the Board approve the 2022-2025 Multi-Year Business Plan as presented with minor adjustments as discussed.

Carried.

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Ministerial Engagement

- The CEO attended a meeting with the Saskatchewan Education Alliance
- A briefing note has been shared with Immigration and Career Training (ICT) regarding the alignment of program and operational expenses

Community Engagement

- Jennifer Brooks, Development and Communications Director, will sit on the Humboldt and District Chamber of Commerce Board
- Met with CEO of Prairie Agricultural Machinery Institute (PAMI) to discuss opportunities for the College to use the facility and to partner to provide training with an agricultural, mining and transportation focus

CEO Council Update

- The CEO noted that Kimberley Kratzig, Deputy Minister, will be scheduling one-on-one meetings with Regional College CEOs in May
- The data sharing agreement between Regional Colleges and Advanced Education has been formally updated and is awaiting signature

Information Items

2022-2023 Advanced Education Business Plan

The CEO noted that our Multi-Year Business Plan is closely tied to, and supports, the Advanced Education Business Plan.

Director's Report

The CEO reviewed the Directors' report and it was received for information.

- BHP Scholarship – noted that deadline was extended due to the lack of applications

Grad Update

Board members volunteered to attend upcoming in-person year-end celebrations.

COVID-19 Update

The CEO noted that attendance of staff and students has been impacted slightly due to sickness.

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

The VP Finance reported that the finance tracker is available to all ERP partners and will be shared with the Board at each regular meeting. The project is progressing as planned and training is going well.

George Gordon First Nation Unmarked Graves

An email will be going out on behalf of the Board recognizing the unmarked graves recently discovered at George Gordon First Nation and confirming our continued support for all Indigenous communities.

VP FINANCE REPORT

The VP Finance reported that his focus has been on the Multi-Year Business Plan and the ERP.

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Next Board Meeting

- May 31, 2022, Regular Meeting, FAR Committee Meeting to follow, Humboldt

OTHER

Information Items

Media Release – April 25, 2022, Carlton Trail College Pays It Forward (Lysol wipe donation)

Roundtable

- Community
 - Carlton Trail College will be attending the BHP Billiton's Job Fairs on May 11 in Muenster and May 12 at Muskowekwan First Nation. The College will be participating as an employer as well as bringing current students to take-in the event.
- It was noted that various regional colleges participated in the SARM Conference and is offering governance training

In-Camera Session with the President and CEO

Motion 04-22-121: Doecker, that the meeting moves into an in-camera session at 12:06 p.m.
Carried.

CEO left the meeting 12:54 p.m.

Motion 04-22-122: Miller, that the meeting moves back into regular session at 1:05 p.m.
Carried.

Motion 04-22-123: Doecker, that the Board notify the Ministry that, due to extenuating circumstances, Adrienne Jackson, Board Chairperson, has failed to attend three consecutive Regular Board meetings and does not recommend that Ms. Jackson continue in her role as set out in the September 9, 2021 Order in Council.
Carried unanimously.

Adjournment

Motion 04-22-124: Paproski, that the meeting adjourn at 1:15 p.m.
Carried.

Chairperson

Recorder