

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Videoconference
April 27, 2021 at 9:00 a.m.**

PARTICIPATING: Vice Chair Sommer MacLeod, Directors, Evan Doepker, Sandy Flory, Shaun Haskey, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager, and Recorder Sheri Ulrich

REGRETS: Adrienne Jackson, Board Chairperson

TO ORDER: The Vice-Chairperson called the meeting to order at 8:59 a.m.

“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 04-21-52: Doepker, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the March 30th regular meeting was reviewed.

Motion 04-21-53: Haskey, that the minutes from the March 30, 2021 regular meeting be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report – not in attendance

COMMITTEE REPORTS

Governance and Human Resources Committee

- Board Recruitment Update
 - After a successful recruitment campaign, three candidates have been submitted to the Minister for consideration.
 - We have done a second round of board recruitment - application deadline was April 23rd; resumes will be shared with the Board for review
- Board Evaluation
 - The Governance Committee will review the Board evaluation responses and then it will be brought to the Board in June for discussion
- President and CEO 360-Evaluation
 - The Governance Committee will review the compiled responses with Laura Soparlo later today. The final evaluation will be brought to the Board in June for approval and will be presented to the President. Laura will also assist in the development of the CEO Workplan for next year.
- PD Opportunities: 2021 CICan Conference (Virtual) April 26, 27, 28; four Directors are participating
- **Next meeting** – immediately following today’s Regular Board meeting

Finance/Audit/Risk (FAR) Committee

- Preparation for Pre-Audit meeting in May
 - No concerns were identified at this time
 - 2021 will be the last year with this auditor; will be tendering for audit services this fall
- **Next Meeting** – May 25, 2021

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report and the following was noted:

- ERP RFP was released on Friday with a closing date of June 1
- Strategic collaboration event was held for college executive teams. All but one college attended.

2021 Provincial Budget

The Budget letter was reviewed

2021-2024 Business Plan Discussion

- The President and CEO reviewed the staffing and program plans and the VP Finance reviewed the financials
- The final MYBP will be brought to the Board for approval at the May regular meeting

Multi-Year Funding Memorandum of Understanding

The President and CEO reviewed the multi-year funding MOU and it was received for information. It was noted that the multi-year funding allocation will be included for the 21/22 and 22/23 fiscal years and then funding will revert back to the 20/21 level in 23/24 & 24/25.

Continuous Agenda

The President and CEO presented the 2021-2022 Board continuous agenda noting that Board meetings will continue to be primarily the last Tuesday of each month. This will be looked at again in the fall.

Managers' Report

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

2021 Graduations

The President and CEO noted that most of the graduations will be virtual this year. Greetings on behalf of the Board will be done via video.

VP FINANCE REPORT

The VP Finance presented his report and noted the following:

- The College has been notified by the RM of Fish Creek that they may be considering selling the facility we have been renting from them since 2003; they were checking with us on our interest to purchase it. The facility is in good repair. Discussion ensued and the Board stated it's support to continue exploring the option to purchase and having an independent appraisal completed.

Revenue and Expense Report

The VP Finance presented the revenue and expense report and it was received for information.

Balance Sheet and Income Statement

The balance sheet and income statement were received for information.

VP ADMINISTRATION REPORT

The VP Administration presented her report and it was received for information.

Deanna Gaetz, Business and Skills Training Manager, joined the meeting at 10:06 a.m.

Business and Skills Training Manager Report

Ms. Gaetz presented her Business and Skills Training Manager report.

Ms. Gaetz departed the meeting at 10:27 a.m.

OTHER

Correspondence - none

Next Board Meeting - May 25, 2021, Regular Meeting and FAR Committee Meeting

Information Items - none

Roundtable - Community Issues – none

In-Camera Session with the President and CEO

Motion 04-21-54: Doecker, that the meeting moves into an in-camera session at 10:39 a.m.
Carried.

The President and CEO departed the meeting at 10:56 a.m.

Motion 04-21-55: Flory, that the meeting moves back into regular session at 11:05 a.m.
Carried.

Adjournment

Motion 04-21-56: Haskey, that the meeting adjourn at 11:06 a.m.
Carried.

Chairperson

Recorder