

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Teleconference
April 28, 2020 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Adrienne Jackson, Directors Sommer MacLeod, Gordon Lees, Sandy Flory, Shaun Haskey, Evan Doecker, VP Finance and Acting CEO Andy Burgess, VP Administration Amy Yeager and recorder Sheri Ulrich

REGRETS: President and CEO Shelley Romanyszyn-Cross

TO ORDER: The Chairperson called the meeting to order at 9:00 a.m.

AGENDA: The agenda was reviewed.

Motion 04-20-44: Doecker, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the March 24, 2020, regular meeting and April 3, 2020 special meeting were reviewed.

Motion 04-20-45: MacLeod, that the minutes from the March 24, 2020 regular meeting and April 3, 2020 special meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- Attended the April 8th ASRC meeting
- Will participate in an on-line ASRC meeting with the Minister and Deputy Minister on May 4th
- Minister Beaudry-Mellor plans to meet with each regional college in May and June

COMMITTEE REPORTS

Finance/Audit Committee

- March 31, 2020 minutes were reviewed
 - Pre-audit questions – let the committee know if you think of additional questions
 - VP Finance noted that he has asked the auditor to review the internal controls surrounding the new e-transfer payment option recently implemented
 - 5-year lease renewal with HZSD with status quo details for the Watrous, Wynyard and Punnichy locations. Plan to have the lease renewal finalized and approved by the Ministry prior to it's expiry in December

Motion 04-20-46: Flory, that the Board authorize a 5-year lease renewal with Horizon School Division for the Watrous, Wynyard and Punnichy locations.
Carried.

- Next Meeting May 26, 2020

Shelley Romanyszyn-Cross joined the meeting at 9:15 a.m. to give an update on her return to work status. It was confirmed that she will resume President and CEO duties effective May 4th. The Chair invited Ms. Romanyszyn-Cross to join the meeting as an observer if she so chooses.

Governance & HR Committee

- Next meeting will occur immediately following today's regular meeting.

PRESIDENT AND CEO REPORT

President and CEO Update

The VP Administration provided a verbal report.

COVID-19 Update

- Status quo – offices closed with staff working remotely
- Minister Beaudry-Mellor will be making an announcement regarding fall programming mid-May
- ASRC will be meeting with Minister Beaudry-Mellor on May 4th, at which time the Regional College Pandemic Response Task Force will be making a presentation
- Equipment and access, including increased internet/IT capabilities, continues to be a challenge
- Moving forward, the health and safety of staff will be addressed and a plan implemented

Emergency Funding

- Ministry has allowed the Regional Colleges to use some of the Saskatchewan Innovation Opportunity Scholarship funds for the Emergency Bursary program
- Criteria is in place and applications have started to come in
- A committee has been built to assess applications and get cheques to students
- PTA will continue for our ABE students until the end of May

Regional College Pandemic Response Task Force

- Mark Hoddenbagh, President of Parkland and Cumberland Colleges, is the lead of the task force
- An overview of work being done by the task was provided
- It was noted that the Regional College system has acted quickly to pivot to meet the needs of our students and that the focus should be on adapting and moving forward; creating an opportunity to be pro-active to build upon our strengths to renew the education sector.

Draft Business Plan

As per Mike Pestill's email dated March 30th, the Business Plan is no longer due on April 27th. A revised due date and guidelines will be given to institutions once more information is available.

Draft 2020/21 Continuous Agenda

The 2020/21 Board Continuous Agenda was reviewed. Was noted that Strategic Planning with Laura Soparlo will be held in the fall. The continuous agenda will be reviewed again in September.

Managers' Report

The Managers' report was reviewed by the VP Administration.

- It was noted that our ABE students will follow the K-12 system and will receive a final mark as of March 13th with the opportunity to increase their mark by continuing to attend classes
- Kudos to the staff and instructors on their adaptability and creativity

VP FINANCE REPORT

VP Finance Report

The VP Finance's report was reviewed and discussed.

- Insurance – renewal preparation – will be available for the May FAR meeting
- Working on maintenance and upgrading at the welding shop including the addition of three booths
- Funds may be available to enhance and expand the welding shop

The Revenue and Expense Report – reviewed and received for information.

- Updates include: cancellation of various programming, cancellation of the CiCan Conference, collective bargaining increases and retroactive pay
- Currently, we have a positive impact to our bottom line of \$185,000

Income Statement and Balance Sheet – reviewed and received for information

VPADMINISTRATION REPORT

The VP Administration's report was reviewed and received for information.

- Collective Bargaining Agreement has been signed
- IT backup – looking into additional backup support. Hoping to have this implemented by the end of June

OTHER

Correspondence

- April 9/20, from David Boehm, re: Governance Training Reimbursement

Next Meeting

- May 26/20 – 9 a.m. FAR Committee Meeting, via teleconference
- May 26/20 – Regular Board Meeting via teleconference immediately following FAR meeting

Round Table

It was suggested to try using Zoom for future Board meetings to allow for video conferencing

In-Camera Session with the Senior Leadership Team

Motion 04-20-47: MacLeod, that the meeting moves into an in-camera session at 10:24 a.m.
Carried.

10:26 a.m. Senior Leadership Team left the meeting

Motion 04-20-48: Doepker, that the meeting moves back into regular session at 10:31 a.m.
Carried.

Adjournment

Motion 04-20-49: Lees, that the meeting adjourn at 10:32 a.m.
Carried.

Chairperson

Recorder