

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn, Humboldt, SK
December 14, 2021**

PARTICIPATING: Board Chairperson Adrienne Jackson, Vice Chair Sandy Flory, Directors, Evan Doecker, Shawna Miller, Darrell Paproski, Shaun Haskey, President and CEO, Amy Yeager, VP Finance Andy Burgess and Recorder Sheri Ulrich

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 9:16 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.

Motion 12-21-102: Miller, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the October 26 regular meeting and the November 10th special meeting was reviewed.

Motion 12-21-103: Paproski, that the minutes from the October 26, 2021 regular meeting and the November 10th special meeting be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

Joint Steering Committee

The Chairperson reported that the Joint Steering Committee has been dismantled.

ASRC Update - no meeting since last Board report, update not required

The November 15, 2021 Media Release, regarding the appointment of new Board members, was received for information. The Chairperson noted that she was contacted by the media and was interviewed regarding the Board appointments as well as the new Provincial International Education Strategy.

Enterprise Reporting Project (ERP) Update

9:30 a.m. Guests: David Boehm, Shelley Romanyszyn-Cross and Rebecca Cross joined the Board meeting virtually, along with other Regional College CEOs and Board members, to give a brief update on the ERP project.

- All Government of Saskatchewan ministries are in the process of exiting the soon obsolete OSCM student information system leaving the Colleges as the only user by December 2023.
 - OCSM will be kept live until the transition is complete and going well

- post secondary institutions will have continued access of the historical data but likely won't be linked to the new system due to the cost
- Estimated \$835,000 in savings could be realized by implementing a modern, comprehensive student information system
- The \$8.3 M funding from the Ministry for the implementation and licensing phase will be administered by Carlton Trail College
- Estimated steady state cost of \$1,920,000/year will likely begin January 2025 and will cost shared among the partners
- Statement of work and contract with the ISM Team is close to finalization. Team ISM is made up of ISM as the lead vendor, Unit 4 the ERP provider and Thesis the student information system (SIS) provider
- Project start date January 2022 with the ERP implementation completed November 2023 and the SIS implementation and project conclusion November 2024
- Milestone dates, withholding clauses, gateway clauses, reciprocating agreement regarding penalties are in place

Appreciation was given to the guests for the presentation and the guests departed the meeting at 10:20 a.m.

Further discussion ensued surrounding the ERP project and it was noted that the presentation provided valuable information and clarified many aspects of the project.

Motion 12-21-104: Doepker, that the Board of Governors approves the President and CEO to proceed with the purchasing/licensing of a new higher education enterprise resource planning system (finance, human resources, and student information system) in partnership with all the Saskatchewan Regional Colleges, Gabriel Dumont Institution, and the Government of Saskatchewan (Ministry of Advanced Education).

Carried

COMMITTEE REPORTS

Governance and Human Resources Committee

October 26, 2021 Meeting Minutes

- Due to the departure of Director MacLeod, Director Miller joined the committee
- January 25th PD event – Board Chair confirmed John Lagimodiere will present on Indigenous Awareness
- Laura Soparlo has been contacted and has committed to assisting the Board in the completion of the CEO and Board evaluations on March 29th

Board Workplan Report #1

The workplan was reviewed and received for information.

Next meeting – April 26, 2022

Finance/Audit/Risk (FAR) Committee

- It was noted that due to the scheduling and time constraints of today's Board meeting, the FAR Committee agenda items were moved to the Regular meeting agenda.

2021 Audit Assessment Results (Grant Thornton LLP)

The assessment results were reviewed. To add value to the assessment tool, a “Not Applicable (NA)” column will be added.

Audit RFP Update

Three proposals were received, and the FAR Committee reviewed and rated them using a weighted scale. The rating results were discussed and was used as a tool in the awarding process.

Motion 12-21-105: Paproski, that the Board award the tender for audit services to KPMG for the four fiscal years ending June 30, 2022 through to June 30, 2025.
Carried.

Ministerial approval will be requested prior to awarding the contract and notifying the candidates.

Detailed Variance Analysis Report #1

The VP Finance reviewed the variance for the first quarter of 2021/22

- Travel costs are remaining low and has off set the cost of COVID-19
- Power Engineering was cancelled; student numbers are low for Continuing Care Assistant; welding and electrician programs have higher student numbers
- Organizational is tracking close to budget; adjustments, due to the CEO retirement in January, will be made
- ABE Non-credit – received funding for an essential skills program leaving extra dollars to utilize
- ABE Credit – the dollars received from the K-12 sector for the under 22 students will assist in covering the ESL coordinator position
- Skills Non-credit – Heavy Equipment Operator was a very successful program, and the College has built a strong partnership with the local RM. Planning a second program in June 2022.

Quarterly Financial Report

- The report submitted to Advanced Education as of September 30, 2021, was received for information. Next report is due January 30th

Payments with Cheque Detail

The August, September, October 2021 payments and cheque detail was reviewed and received for information.

Next Meeting – early March 2022

PRESIDENT AND CEO REPORT

President and CEO Update

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

- Proof of vaccination for staff and students is going well with extremely high vaccination rates
- Brokerage Collaboration Agreement with SaskPoly has been signed, programming staff will be working on the Operating Agreement
- Highlights from the Governance Solutions PD event was shared; noted it was geared towards more of a governance supporting role
- Attending an ethics course; will investigate the relevance for Board members

COVID-19 Update

- the November 1st media release regarding the implementation of the COVID-19 emergency regulations, was received for information.

Balanced Scorecard (BSC) 20/21 Final Report & 21/22 Report #1

The CEO presented the BSC final report for 20/21 as well as report #1 for 21/22. It was noted that the ABE follow-up numbers seem low and will be confirmed.

Enterprise Risk Management (ERM) 20/21 Final Report & 21/22 Report #1

The CEO presented the ERM final report for 20/21 as well as report #1 for 21/22. It was noted that the mitigating factors were updated and the reference to “COVID-19” was replaced with “pandemic”

Building a Global Community: A Saskatchewan Approach to International Students

Correspondence from the Deputy Minister’s office regarding the International Education Strategy was reviewed. The CEO gave a brief update regarding Carlton Trail’s business case for the International Student portfolio noting that it will be stream-lined, and data will be included surrounding costs and other international student statistics. Student and community supports, as well as staffing requirements, all need to be considered prior to designation.

Multi-year funding report is due end of January.

Rachel Trann, ABE and Student Services Director joined the meeting at 11:30 am to present her report.

The meeting recessed at 12 noon. The Board welcomed the College Directors to a shared Christmas lunch. The Directors departed the meeting at 1 p.m. and the meeting reconvened.

Directors’ Report

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

VP FINANCE REPORT

The VP Finance presented his report and gave an update on the welding shop addition:

- Rempel Engineering has been contracted to do the preliminary design of the Welding Shop addition
- Will tour a few existing spaces to ensure the addition meets our long-term needs

Revenue and Expense Report

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

Income Statement and Balance Sheet – received for information

HR DIRECTOR REPORT

The President and CEO presented the HR Director report

- Updated the Board regarding the current grievances

OTHER

Correspondence

- Bill No. 61: Post-Secondary Education and Skills Training Act, 2021 was received for information.

Next Board Meeting

- January 25, 2022, Regular Meeting and PD event, Bella Vista, Humboldt

Information Items

- Giving Tuesday – Scholarship Donation Form

Roundtable - Community Issues – none

In-Camera Session with the President and CEO

Motion 12-21-106: Miller, that the meeting moves into an in-camera session at 1:46 p.m.
Carried.

CEO left the meeting 2:02 p.m.

Motion 12-21-107: Paproski, that the meeting moves back into regular session at 2:21 p.m.
Carried.

Adjournment

Motion 12-21-108: Haskey, that the meeting adjourn at 2:22 p.m.
Carried.

Chairperson

Recorder