

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn, Humboldt, SK
January 25, 2022**

PARTICIPATING: Vice Chairperson 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: Chairperson, Adrienne Jackson

TO ORDER: The Vice-Chairperson called the meeting to order at 9:02 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. It was noted that, due to unforeseen circumstances, John Lagimodiere’s presentation has been postponed and Jennifer Brooks’s presentation was rescheduled for 10:30 a.m.

Motion 01-22-109: Doecker, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the December 14th regular meeting was reviewed.

Motion 01-22-110: Haskey, that the minutes from the December 14, 2021 regular meeting be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

Correspondence from Parkland/Cumberland College was received for information.

Section 1 Board Policy/Procedure 3-year Review

The President and CEO is in the process of reviewing the Board policies and procedures and doing updates, most of which are housekeeping changes. All edits will be tracked and provided to the Board for review and approval. The President and CEO suggested that moving forward, the Board approve only governance/Board policy and that operational policy be the responsibility of the President and CEO. The delegation of authority policy, detailing where responsibilities lay, will be shared with the Board for approval.

COMMITTEE REPORTS

Governance and Human Resources Committee

- Next meeting – April 26, 2022

Finance/Audit/Risk (FAR) Committee

Audit RFP Update

Ministerial approval to enter a four-year contract with KPMG, has been received and KPMG has accepted. VP Finance will work with KPMG to ensure we are ready for the upcoming year-end audit.

Next Meeting – Tuesday, March 15th at 9 a.m. (focus will be the Multi-Year Business Plan)

PRESIDENT AND CEO REPORT

President and CEO Update

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

- Multi-Year Funding Accountability Report and the Performance Framework Report: Due January 31st
 - The College plans to use the additional funds to:
 - ✓ upgrade IT equipment and security
 - ✓ hire additional staff to build indigenous, business and industry relationships
 - ✓ assist with the transition to the new Enterprise Reporting Project (ERP)
 - the disparity between programming and operational funding makes being sustainable more difficult
- Student issue update
- Carlton Trail College has partnered with Cumberland, Parkland, and Great Plains to deliver an Agriculture program that will be offered in each of the College regions; media release is forthcoming
- Advanced Education is looking at providing training for Board members regarding crisis and emergency response planning
- Council of Ministers of Education, Canada (CMEC) Annual Symposium is scheduled to take place in Saskatchewan this year

COVID-19 Update

- Procedures were updated to align with Saskatchewan Health provincial authorities

Balanced Scorecard (BSC) 21/22 Report #2

The CEO presented the BSC report #2 for 21/22. To streamline the BSC process, and to provide clarity and accuracy of the data, we have decided to provide numbers for many of the measures annually rather than quarterly. The information will continue to be gathered, entered regularly, and monitored throughout the year.

Enterprise Risk Management (ERM) 21/22 Report #2

The CEO presented the ERM report #2 for 21/22. It was noted that there was no change from report #1.

Program Update

A listing of programs and locations for the year to date was reviewed and received for information. Starting to see a potential recovery to enrollments.

President and CEO Work Plan Status

- Working towards developing an outreach/advocacy plan to connect with, and foster relationships with community leaders as well as holding Board meetings at alternate locations including Carlton Trail College offices and at a variety of business/industry in our region.

CICan Conference Attendance

The CICan Conference will take place in Halifax on April 25 – 27/22. Registrants will be able to attend either in person or virtually. Early bird registration closes on March 1st. The Executive Assistant will contact the Board regarding attendance mid-February.

BHP Partnership Update

- Carlton Trail College has recently been awarded a contract to deliver an apprenticeship program and will include pre-employment training for Heavy Duty Equipment Technician, Electrician, Industrial Mechanic, and Instrumentation and Control Technician.
- BHP has offered work placements for the Mining Essentials for the Workplace program
- Since 2013, Carlton Trail College has administered \$572,500 worth of scholarships to 222 recipients

Jennifer Brooks, Development and Communications Director, joined the meeting at 10:43 a.m. to present her report and left the meeting at 11:04 a.m.

Directors' Report

The CEO reviewed the Directors' report, and it was received for information. Positive partnerships were highlighted.

VP FINANCE REPORT

The VP Finance presented his report and gave an update on:

- City of Humboldt has updated their emergency preparedness manual. Carlton Trail is co-located with the City of Humboldt, and will ensure our emergency preparedness plan is in alignment
- Welding Shop – initial design will be complete by end of January. Will seek CN approval of the additional lease space for the expansion.

Revenue and Expense Report

The VP Finance presented the revenue and expense report, and it was received for information. It was noted that to add accountability and transparency, a separate bank account will be set up for the Enterprise Reporting Project and that the interest acquired will be used for the maintenance of the project. Carlton Trail College will be managing the funds for the project.

Income Statement and Balance Sheet

The income statement and balance sheet were received for information

HR DIRECTOR REPORT

The President and CEO presented the HR Director report

- Noted that the staff in-service has been moved to an on-line event with an alternate speaker
- Updated the Board regarding the current grievances

OTHER

Correspondence

- none

Next Board Meeting

- March 15, 2022, FAR Committee Meeting, Humboldt
- March 29, 2022, Regular Meeting, Bella Vista Inn, Humboldt
 - Laura Soparlo will be joining the Board to assist in the completion of the Board and President and CEO evaluations

Information Items

- Media Release, January 12, 2022, 2021 Student Scholarship Recipients Recognized

Roundtable

- In case John Lagimodiere's presentation can not be rescheduled, Lyle Daniels will be contacted to deliver an Indigenous awareness presentation. Post-COVID-19, a "Blanket" workshop will be considered
- Community Issues – none

The meeting recessed at 11:34 a.m. for lunch and resumed at 12:00 p.m.

In-Camera Session with the President and CEO

Motion 01-22-111: Haskey, that the meeting moves into an in-camera session at 12:00 p.m.
Carried.

CEO left the meeting 12:15 p.m.

Motion 01-22-112: Paproski, that the meeting moves back into regular session at 12:24 p.m.
Carried.

Adjournment

Motion 01-22-113: Miller, that the meeting adjourn at 12:25 p.m.
Carried.

Chairperson

Recorder