

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Video Conference
January 26, 2020 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Adrienne Jackson, Directors, Evan Doecker, Sandy Flory, Shaun Haskey, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager, and Recorder Sheri Ulrich

REGRET: Vice Chair, Sommer MacLeod

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

AGENDA: The agenda was reviewed.

Motion 01-21-32: Flory, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the November 24th regular meeting and the December 1st special meeting were reviewed.

Motion 01-21-33: Doecker, that the minutes from the November 26, 2020 regular meeting and the December 1, 2020 special meeting, be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

- ASRC's advocacy PowerPoint was presented to the Ministry on Dec 14th and will be posted on the Board's SharePoint site
- ASRC is inviting each College to submit a name to be considered for it's Sask Polytechnic Board representative. ASRC will choose an appropriate candidate to represent the regional college system for a 3-year term.
 - Director Haskey expressed interest and will be submitted from Carlton Trail
- The PD event scheduled for today was delayed due to time constraints
 - May consider participating in the Four Seasons of Reconciliation training which promotes Indigenous awareness

COMMITTEE REPORTS

Governance and Human Resources Committee

- Board Recruitment Update
 - After a successful recruitment campaign, the candidates were shortlisted, and six interviews have been scheduled for February 18 and 19
- Board Evaluation
 - The Board evaluation survey tool, as updated by Ms. Soparlo, was reviewed. This renewed survey will be used for the 2021 Board Evaluation
- President and CEO Evaluation
 - Ms. Soparlo has updated the evaluation tool for review by the Committee; Section E – Meeting Strategic Direction, was added. It was noted that the 2021 evaluation will be a 360-evaluation involving select staff, sector colleagues and other stakeholders
- PD Opportunities: 2021 CIG Conference (Virtual) April 26, 27, 28 – conference link will be emailed to Board members for review. Please contact the Executive Secretary to register.
- **Next meeting** - April 27, 2021

Advanced Education Minister, Honorable Gene Makowsky and Deputy Minister Mark McLaughlin joined the meeting at 9:38 a.m.

The importance of the Regional College system to the Province's growth plan as well as the Province's pandemic recovery, was discussed. Collaboration amongst the sector was encouraged to ensure a sustainable, accessible and effective post-secondary system.

The overall vision of the Regional College system is changing rapidly; this unique system holds a lot of value that needs to be enhanced with a focus on:

- mental health
- micro-credentialing
- on-line learning – must be competitive and innovative
- results/student outcomes – ensure our graduates are skilled to address the current labour market
- international engagement – grow the strategy surrounding international education and labour market recruitment; provide upskilling
- Indigenous learners – position the Indigenous learners to succeed

Director Doecker noted the level of student supports that Carlton Trail provides is second-to-none and is critical to the success of our students.

Ministry guests departed at 10:24 a.m.

Development and Communications Manager Report

Jennifer Brooks, Development and Communications Manager joined the meeting at 11:30 a.m. presented her report and departed at 12:00 p.m.

Break for lunch, the meeting reconvened at 1:00 p.m.

Finance/Audit/Risk (FAR) Committee

- November 24, 2020 Minutes
 - Proposed new benchmarks were received for information; noted that the SBO group is also looking at new benchmarks
 - **Next Meeting** – February 23, 2021

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report and it was received for information.

- Additional information regarding Emsi Analyst was requested and will be emailed to the Board
- Upcoming focus will be the preparation of the Multi-Year Business Plan (MYBP) and the Strategic Plan

2022-2024 Strategic Plan Update

- SLT and managers met last week and flushed out the 4 strategic objectives and key actions (refer to the draft emailed February 23rd)
- the management team will meet to discuss the key actions, measures and targets
- the importance of aligning our strategic plan to the Saskatchewan Growth Plan was noted
- the strategic plan will be finalized, presented to the Board for approval and included in the MYBP

Balanced Scorecard 20/21 Report #2

The President and CEO presented the BSC report and noted that measures and targets will be looked at closely moving forward with our new strategic plan.

ERM 20/21 Report #2

The President and CEO presented the ERM report – no change from last report.

Student Code of Conduct (Academic and Non-Academic) Policy & Procedure

Student Code of Conduct Academic and Non-Academic policies & procedures were reviewed.

Motion 01-21-34: Haskey, that the Board gives final approval for 6.16 Student Code of Conduct (Academic) and 6.17 Student Code of Conduct (Non-Academic) policies and procedures as presented.
Carried.

4.18 IT Security Management Policy & Procedure

The draft IT Security Management policy and procedure was presented.

Motion 01-21-35: Doecker, that the Board approves in principle policy and procedure 4.18 IT Security Management as presented.
Carried.

Program Update

The list of programs that have been delivered to date this fiscal year was received for information.

Managers' Report

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

Board College Emails & Cyber Security Update

The President and CEO noted that all Board members have been given College email addresses and have been asked to complete the cyber security training by the end of January; the deadline was extended until end of February.

The use of College email addresses for Board members and the forwarding of email to personal addresses, as it relates to security, will be discussed further in March.

VP FINANCE REPORT

The VP Finance presented his report and noted the following:

- To better align with provincial budgeting timelines, the major capital plan submission deadline has been moved from February to June
- Cyber insurance quotes were received today and will be reviewed by the Senior Leadership Team

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 VP Finance presented the balance sheet and income statement and it was received for information.

VP ADMINISTRATION REPORT

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

OTHER

Correspondence - none

Next Board Meeting

- February 18, 19, 2021, Special Board Meeting at 1 p.m. – Board Recruitment
- February 23, 2021 FAR Committee Meeting at 9 a.m.
- March 30, 2021 Regular Board Meeting at 9 a.m.

Information Items

- Media Release, December 8/20, Carlton Trail College Distributes 2020 Scholarships & Bursaries
- Media Release, December 15/20, Carlon Trail College Donation Supports Five Regional Food Banks

Roundtable

- Community Issues – none
- The disclaimer at the top of the agenda will be acknowledged by the Chair at the start of each meeting

In-Camera Session with the President and CEO

Motion 01-21-36: Flory, that the meeting moves into an in-camera session at 12:30 p.m.
Carried.

President and CEO departed the meeting at 1:06 p.m.

Motion 01-21-37: Doecker, that the meeting moves back into regular session at 1:09 p.m.
Carried.

Adjournment

Motion 01-21-38: Flory, that the meeting adjourn at 1:10 p.m.
Carried.

Chairperson

Recorder