

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in Carlton Trail College Classroom 152, Humboldt, SK
June 20, 2023**

PARTICIPATING: Chairperson, Sandy Flory; Directors, Shawna Miller, Darrell Paproski; Amy Yeager, President and CEO; Andy Burgess, VP Finance; Amanda Kosokowsky, Recorder

REGRETS: Director, Evan Doepker

TO ORDER: The Chairperson called the meeting to order at 8:58 AM

“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.

“Under the duty of loyalty, is anyone aware and needs to disclose a perceived or apparent conflict of interest personally or of another Board member, that would affect the individual’s judgement or ability to act in the best interests of the College?”

AGENDA

The agenda was reviewed.

Motion 06-23-57: Paproski, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the May 30, 2023, regular meeting was reviewed.

Motion 06-23-58: Miller, that the minutes from the May 30, 2023, regular meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report

An email reply was made to Ray Sass and Shelley Back to fulfill their information request as indicated in previous Board meeting.

Chairperson Flory attended and brought greetings to the ABE & Post-Secondary Graduation event in Humboldt on May 31, 2023.

COMMITTEE REPORTS

Governance and Human Resources Committee

PD Opportunities

Listing of training events from Governance Solutions and Institute of Corporate Directors (ICD) and 22-23 PD Update was received for information.

It was mentioned to begin thinking of potential options for the Board PD Event in January 2024.

Board Evaluation Results

Discussed in-camera.

Board Workplan 22-23 Final

Received for information.

Board Workplan 23-24 Discussion

Reviewed and received for information. A draft of the Board Workplan 23-24 will be reviewed and approved in September.

President & CEO Evaluation Update

Chairperson Flory and Governance & HR Committee Chair Paproski will be presenting the evaluation to the President & CEO in-camera immediately after the AGM.

Board 22-23 Attendance Summary

Received for information.

Next Gov/HR Meeting – October 24, 2023

Finance/Audit/Risk (FAR) Committee

May 30, 2023, Minutes – Received for information.

Pre-Audit Meeting Update

KPMG will be returning June 26, 2023, to focus on items required for reporting to the Provincial Auditor.

Next FAR Meeting – September 19, 2023

PRESIDENT AND CEO REPORT

President & CEO Report

Presented by the President & CEO and received for information.

Information Items

Director's Report

Reviewed and received for information.

VP Finance indicated geological work is required prior to building foundation to the Trades Facility addition. An old cement foundation and sewer line that were located on the property will be removed.

Higher Education ERP – SIS Project – Monthly Status Report and Finance Tracker

Received for information.

VP Finance is currently in communications with Unit4 to address concerns and determine if go-live date will be pushed back from the original date of July 1, 2023. It was understood previously that HR, Finance and Payroll systems had to go live all at once, which is no longer the case. Payroll will be pushed back to September 2023. President & CEO will notify Board if any changes or decisions are made, prior to next Board meeting.

VP FINANCE REPORT

Revenue and Expense Report

Presented by the VP Finance and received for information.

Income Statement/Balance Sheet

Presented by the VP Finance and received for information.

OTHER

Correspondence

None

Next Board Meeting – September 19, 2023, Regular Meeting and FAR, Humboldt

Information Items

Healthcare-focused Win Your Tuition Promotion – Media Release (June 1, 2023)

Cumberland/Parkland College Announce New Name – Media Release (June 5, 2023)

Roundtable

The Board agreed that it was beneficial to continue having Board meetings within various communities and facilities of the College region for the 2023-2024 year.

In-Camera Session with the President and CEO

Motion 06-23-59: Paproski, that the meeting moves into an in-camera session at 10:53 AM.
Carried.

CEO left the meeting at 11:15 AM.

Motion 06-23-60: Miller, that the meeting moves back into regular session at 11:40 AM.
Carried.

Adjournment

Motion 06-23-61: Paproski, that the meeting adjourn at 11:41 AM.
Carried.

Chairperson

Recorder