

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held via Teleconference  
March 24, 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 9:03 a.m.

**AGENDA:** The agenda was reviewed.

Motion 03-20-35: Jackson, that the agenda be approved as presented.  
Carried.

### **MINUTES**

The minutes from the January 28, 2020, regular meeting were reviewed.

Motion 03-20-36: Doecker, that the minutes from the January 28, 2020, regular meeting be approved as presented.  
Carried.

### **BOARD MEMBER REPORTS**

#### **Board Chairperson Report**

- The ASRC and CEO Council meetings on March 18<sup>th</sup> were cancelled due to the COVID-19 pandemic. The Chairperson attended a conference call regarding the Provincial Budget with the Advanced Education and IRCC ministers.
  - Carlton Trail College received a \$180,500 increase to cover the collective bargaining costs
  - Advanced Education received an increase of \$11.2 M
  - Deadline for the multi-year business plan has been extended
  - Post Secondary institutes are asked to keep track of extra funds used to tackle the pandemic
- Strategic plan – Laura Soparlo Consulting proposal was reviewed and received for information
  - It was decided to contact Laura and book her consulting services for fall 2020 to assist in the development of a new strategic plan
- Professional development usage summary report was reviewed for information
  - It was noted that day 2 and 3 of the JSQS governance program will proceed on-line rather than face to face. There will also be a Fall 2020 in-take.

### **COMMITTEE REPORTS**

#### **Finance/Audit Committee**

- Signing Authority update: VP Administration has been added as a signatory by way of an update to the 2.2 Operating Fund Bank Account procedure
- Next Meeting March 31, 2020 – via teleconference

### Governance & HR Committee

- Board Work Plan Update #2 was reviewed
  - a list of predetermined questions that Board members can use to test reliability of College's financial reports as well as establish benchmarks or targets to allow adequate oversight and due diligence of the Board will be added to the FAR Committee March 31<sup>st</sup> agenda
- Skills Matrix – updated results will be reviewed by the committee and shared with the Board at an upcoming meeting.
- PD verbal report from members who attended the JSGS Accountability & Transparency for Boards February 11<sup>th</sup>, The Role of the CEO in Public Sector Government on February 26<sup>th</sup> as well as the March 11 Change Management workshop. The Change Management workshop was very relevant and well received. Reference material from the presenter will be shared via email upon receipt.
- Board evaluation survey monkey is completed and the CEO evaluation is in progress. The committee will review the results and they will be presented to the Board in June.
- The committee will review the CEO evaluation questions to ensure they are relevant before for next year's evaluation.
- Next meeting April 28, 2020

### **PRESIDENT AND CEO REPORT**

#### **President and CEO Update**

The VP Administration provided a verbal report.

#### Meetings:

- Met with Horizon School Division's Director of Education, Kevin Garinger and Superintendent of Student Services, Darrell Paproski to discuss Indigenization awareness. Also met with Jason Neville, Assistant Superintendent of Student Services, regarding Carlton Trail College joining the Violent Threat Risk Assessment protocol. Very positive and encouraging meetings. Looking forward to building our relationship with HZSD.

#### COVID-19 Update

- daily communication update with all the Saskatchewan AE institutions
- various other updates from other levels of the regional college system, including a daily email to staff and Board, will continue
- offices are currently closed with staff working from home where possible; one manager in the office each day on a rotational basis
- Sask Polytechnic programming is continuing theory online with practical applications under discussion. It was noted that health programs are a priority.
- ABE programming is continuing in a limited capacity; PTA will continue into April.
- Direction is being taken from the Chief Medical Officer and takes precedence over our current pandemic plan
- Office 365 has been integral in getting staff up and running at home

#### **Budget Letter**

As above – Board Chair Report

### **Draft Business Plan**

We will continue as planned to have the business plan as close to final as possible for the original deadline of April knowing that the budget will need adjusting to reflect the current Covid reality before final approval at a later date.

### **2020/21 Academic Calendar**

The 2020/21 Academic Calendar was received for information. It was noted that certain events are dependent upon financial directives from the Ministry. The June 2020 recognition event is pending due to the pandemic.

### **Managers' Report**

The Managers' report was reviewed by the VP Administration.

### **Regional Labour Market Report**

The Board extended kudos to the Development and Communications Manager and noted that the report is very well written and provides good information. Unfortunately, with the pandemic affecting the economy, the information contained in the report, may change. The report will be released to the public and will be posted on our website.

### **Prairie Rivers Reconciliation Signing – February 26/20**

Carlton Trail is a signatory partner in the Prairie Rivers Reconciliation project. The College is currently working with HZSD and the City of Humboldt to do a similar signing with a variety of community partners in an effort to foster relationships with our First Nation communities.

### **Minister Visit Confirmed for May 26<sup>th</sup>**

Will confirm with the Minister's office at a later date.

### **CiCan 2020 Conference May 3 – 5 in Montreal**

The Conference has been cancelled due to the COVID-19 virus.

**Important Dates:** general grad Humboldt location May 26<sup>th</sup> and Punnichy location May 27<sup>th</sup>  
Graduation will be discussed as it relates to the pandemic as we move forward.

## **VP FINANCE REPORT**

### **VP Finance Report**

The VP Finance's report was reviewed and discussed.

- Facilities – janitors will do a check in and will continue to monitor our facilities
- IRCC contract has been signed – 5-year agreement for ESL
- SBO meeting has been cancelled and a conference call will be scheduled

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

- Will need to include COVID-19 impact and the cancelling of CiCan

**Income Statement and Balance Sheet** – reviewed and received for information

## **VPADMINISTRATION REPORT**

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

- Out-Of-Scope salary increases have been approved
- New pay grids effective March 1<sup>st</sup> with retroactive pay in April

## **OTHER**

### **Correspondence**

- January 30/20, to Mark McLoughlin, re: Mid-Year Report on Priorities
- March 5/20, from Minister Beaudry-Mellor, re: Approval of Out-of-Scope Salary Increase

### **Next Meeting**

- March 31/20 – 9 a.m. FAR Committee Meeting, via teleconference
- April 28/20 – 9 a.m. Regular Board Meeting via teleconference

### **Information Items**

- January 30/20 Media Release: CTC & HZSD Partnership Introduces Students to Welding
- February 2020 Action Plan on Accountability and Governance Newsletter

### **Round Table**

The Board thanked the VP Finance, VP Administration and the Executive Secretary for their commitment and hard work during this time of uncertainty. The Board was also thanked for their support, trust and flexibility.

### **In-Camera Session without the CEO/Senior Leadership Team**

Motion 03-20-37: Flory, that the meeting moves into an in-camera session at 10:15 a.m.  
Carried.

Motion 03-20-38: Jackson, that the meeting moves back into regular session at 10.45 a.m.  
Carried.

### **Adjournment**

Motion 03-20-39: Lees, that the meeting adjourn at 10:46 a.m.  
Carried.

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Chairperson

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Recorder