

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in the Humboldt Office Boardroom, Humboldt, SK
March 28, 2023**

PARTICIPATING: Chairperson, Sandy Flory; Directors, Evan Doepker (*via Zoom*), Shawna Miller, Darrell Paproski; Amy Yeager, President and CEO; Andy Burgess, VP Finance; Amanda Kosokowsky, Recorder

***Guest:** Laura Soparlo, Soparlo Consulting, joined the meeting via Zoom at 8:00 AM to review the President & CEO and Board Evaluations.*

President & CEO Evaluation

Ms. Soparlo went through the evaluation, explaining each question and citing examples. Ms. Soparlo indicated the importance of including comments with each question as evidence. If you are not able to give a proper rating due to lack of evidence, choose “Don’t know”.

It was recommended to complete a 360 Review to evaluate the President & CEO, which would include all leadership staff, in addition to an evaluation completed by the Board and the President & CEO herself.

Ms. Soparlo will work with the Governance and HR Committee to finalize results prior to sharing with the President & CEO. Ms. Soparlo will send the survey link in order to complete the evaluation. The three separate evaluations (Board, staff, President & CEO) will be reviewed by the Governance and HR Committee on April 18, 2023.

Board Evaluation

Ms. Soparlo also went through each question with the Board. There have been no changes to the evaluation form since last year. Ms. Soparlo recommends that if an answer is rated below a 4, that a comment should be made explaining why. If questions seem redundant or irrelevant, Board members are to make note so that the form can be adjusted to prepare for next years’ evaluations.

Ms. Soparlo indicated the following timeline:

- Links for each evaluation will be forwarded to the Executive Assistant after this meeting.
- Deadline to complete evaluations will be April 10.
- Ms. Soparlo will complete the summaries and forward to the Board on April 14.
- At the April 18 Board meeting, Ms. Soparlo will join the meeting at 8 AM to discuss the survey ratings and comments, in-camera.
- The final summary will be sent to the Board once finalized.

Mrs. Soparlo departed the meeting at 9:07 AM.

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 9:12 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.

AGENDA

The agenda was reviewed.

Motion 03-23-32: Miller, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the January 24, 2023, regular meeting was reviewed.

Motion 03-23-33: Paproski, that the minutes from the January 24, 2023, regular meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report

- Chairperson Flory attended a meeting with regional college Board Chairs on February 22, 2023, including Southeast, Great Plains and Cumberland colleges.
- Board recruitment was discussed as a challenge for all colleges.
- Discussed the potential to bring back the MLA reception.

Minister Appointment

No further information received from the Ministry regarding additional Board appointments since the letter dated September 13, 2022, was received.

Flory appointed as Chairperson – March 6, 2023

Received for information.

Vice Chairperson Nominations

Will hold again at the June 20, 2023, Annual General Meeting.

The Chairperson called for nominations for Interim Vice-Chairperson.

Trustee Paproski nominated Trustee Doecker for interim Vice-Chairperson. Trustee Doecker declined the nomination.

Trustee Doecker nominated Trustee Paproski for interim Vice-Chairperson. Trustee Paproski accepted the nomination.

The Chairperson called for nominations two more times, then declared nominations for interim Vice-Chairperson cease.

Trustee Paproski was declared interim Vice-Chairperson by acclamation.

COMMITTEE REPORTS

Governance and Human Resources Committee

Board Recruitment

Only one Board member application from within our region was received. Two other applicants showed interest, but unfortunately reside outside of the college region.

Board Work Plan Update #2

The Board work plan update was received for information.

Skills Matrix March 2023 Update

Will be reviewed April 18, 2023.

Next Gov/HR Meeting – April 18, 2023

Finance/Audit/Risk (FAR) Committee

March 9, 2023, Minutes – Received for information.

Next FAR Meeting – May 30, 2023

PRESIDENT AND CEO REPORT

Draft Multi-Year Business Plan (MYBP) 2023-2024

The President & CEO presented the draft MYBP and highlighted the following:

- Strategic and collaboration initiatives
- Staffing alignment
- Capital project

The final MYBP will be presented to the Board for approval at the April 18, 2023, regular Board meeting.

Ministerial Engagement

The 2023-2024 budget letter was received on March 22, 2023. Funding was received for HHR (\$353,200), programming (\$120,000), and Skilled Trades (\$325,000).

\$800,000 of capital funding has been granted for the trades facility expansion which allows the College to move forward on this project.

The President & CEO attended the embargoed pre-budget briefing regarding the Provincial Budget address on March 22, 2023. The President & CEO also attended the SBO AE/ICT meeting with discussion regarding inflationary pressures, SK Job Grant, eligible programming and operational expenses, and programming reserves.

Community Engagement

The President & CEO met with Ann Paton from BHP at the provincial budget address. Discussed opportunities and challenges to current program offerings.

President & CEO along with other regional College CEO's, met with Sask Poly regarding instructional credentials and HHR programming.

The President & CEO met with Horizon School Division, Chamber of Commerce, and the City of Humboldt to discuss National Indigenous Peoples Day (NIPD) events to be held on June 21, 2023.

The President & CEO attended the Lieutenant Governors Provincial Teaching Award meeting to finalize the awards guide.

Collective Bargaining dates have been set for May 2 & 3, and June 21, 22 & 23.

CEO Council Update

Human Resource Committee brought forward a proposal to align out-of-scope management benefits and vacation across regional colleges.

Both Ministries of AE and ICT were in attendance to provide a high-level overview of the Regional Colleges Act, the Post-Secondary Skills Training Act, SK Poly brokerage agreement, and international education.

Next meeting is scheduled for May 11, 2023, in Saskatoon.

Information Items

Director's Report

Received for information.

Saskatchewan Chamber of Commerce Political Forum

Received for information. Director Doecker will be in attendance.

Multi-Year Funding Accountability Report #4

Received for information.

Performance Framework Reporting Report #4

Received for information.

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

Received for information.

The new ERP program is on track and scheduled to go live July 1, 2023. The Student Information System portion of the project is delayed 4-5 months and is tentatively scheduled to go live in October 2024.

The Board & Staff Appreciation Event will be held on Friday, June 2, in Watson, SK.

CICan Conference Attendance: Montreal, April 23-25, 2023

Hotel, travel and registration has been completed and emailed out to all attendees. Executive Assistant to send out a detailed schedule of events.

Graduation Update

Adult 12 and Security Officer celebrations will be taking place in Punnichy on May 5,. Director Paproski may be available to attend – will confirm at a later date.

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

Letter from the Ministry of AE regarding the Student Loan Repayment Rate (91.9%). Increase of 2% from previous year.

Letter from SGI regarding Business Recognition Assessment effective May 1, 2023 (15% Discount).

Information Items

None.

Next Board Meeting – April 18, 2023, Regular Meeting and Governance & HR Committee, Humboldt

Roundtable

In-Camera Session with the President and CEO

Motion 03-23-34: Doecker, that the meeting moves into an in-camera session at 11:29 AM.
Carried.

CEO left the meeting at 11:43 AM.

Motion 03-23-35: Miller, that the meeting moves back into regular session at 11:55 AM.
Carried.

Adjournment

Motion 03-23-36: Paproski, that the meeting adjourn at 11:56 AM
Carried.

Chairperson

Recorder