

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the College Office, Classroom #153, Humboldt, SK  
March 29, 2022**

**PARTICIPATING:** Directors, Evan Doepker, Shawna Miller, Darrell Paproski, Shaun Haskey, President and CEO, Amy Yeager, VP Finance Andy Burgess, Recorder Sheri Ulrich and recording observer Amanda Kosokowsky

**REGRETS:** Chairperson Adrienne Jackson, Vice Chairperson Sandy Flory

Due to the absence of the Chairperson and the Vice-Chairperson, according to the Bylaws, an Acting Chairperson must be nominated.

The recorder called for nominations for an Acting Chairperson.

Director Paproski nominated Director Doepker for Acting Chairperson. Director Doepker accepted the nomination.

The recorder called for nominations two more times, then declared nominations for Acting Chairperson cease.

Director Doepker was declared the Acting Chairperson for today's Board meeting only.

**TO ORDER:** The meeting was called to order at 9:12 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.

Motion 03-22-114: Paproski, that the agenda be approved as presented.  
Carried.

### **COMMITTEE REPORTS**

#### **Governance and Human Resources Committee**

*Guest: Laura Soparlo, Soparlo Consulting, joined the meeting via videoconference at 9:15 a.m. to review the Board and the President and CEO evaluations.*

#### **President and CEO Evaluation**

Due to the CEO's brief time in the position, COVID-19 and limited time to obtain goals, the Board chose to use a six-month evaluation for the President and CEO. Ms. Soparlo went through the evaluation citing examples and answering questions. The evaluation will be done via Survey Monkey and Ms. Soparlo will facilitate the process. Ms. Soparlo will compile the responses and work with the Governance and HR Committee to create a summary that will be discussed in-camera at the June Regular Board meeting. The Board will be encouraged to review the goals of the strategic plan and set priorities for the President and CEO for the coming year. The committee Chair and the Board Chair will meet with the President and CEO to discuss the results.

### Board Evaluation

Ms. Soparlo reviewed the Board evaluation providing clarification where needed. The evaluation will be done via Survey Monkey and Ms. Soparlo will facilitate the process. Ms. Soparlo will compile the responses and work with the Governance and HR Committee to create a summary that will be discussed in-camera at the June Regular Board meeting. The Board will be encouraged to look at the results and identify areas of improvement for the following year.

It was noted that the President and CEO evaluation and the Board evaluation will follow the same timelines.

*Ms. Soparlo departed the meeting at 9:50 a.m.*

### MINUTES

The minutes from the January 25<sup>th</sup> regular meeting was reviewed.

Motion 03-22-115: Miller, that the minutes from the January 25, 2022 regular meeting be approved as presented.  
Carried.

### BOARD

**Board Chairperson Report** – no report available

#### Section 1 Board Policy/Procedure 3-year Review

The President and CEO has reviewed the Board policies and procedures and noted the suggested updates, most of which are housekeeping changes. Following the change to Policy 1.0, the Board will approve only governance policy and the President and CEO will assume responsibility of operational policy. To ensure oversight, the operational policies will be reviewed by the CEO and, if appropriate, select policies will be moved to the Board section.

The review process of the Board policies provides increased awareness and understanding and, as a result, it was decided to review the Board Charter, Bylaws, policies and procedures annually rather than every three years.

Motion 03-22-116: Haskey, that the Board approves the changes to the Board policies and procedures as presented with additional minor edits.  
Carried.

### **Governance and HR Committee Report - continued**

#### Board Work Plan Update #2

The Board work plan update was received for information.

#### Action Plan on Accountability and Governance (APAG)

- 21/22 APAG priority – Environment Social Governance
- 22/23 APAG priority – Emergency Preparedness and Response
  - A zoom event will be held in Spring 2022

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### Professional Development Opportunities

- Saskatchewan Chamber of Commerce: Indigenous Awareness Training, Nick Crighton, spring and fall dates available
  - We have inquired about the potential to purchase the recordings to enable Board members access on their own time
- JSJS Webinar: Making Cents of Cyber Security, April 22nd

Next Meeting - April 26, 2022

### **Finance/Audit/Risk (FAR) Committee**

#### March 17, 2022 Minutes

The Chair of the Committee provided highlights from the March 17<sup>th</sup> FAR Committee meeting.

Next Meeting – Tuesday, May 31<sup>st</sup> at 9 a.m.

### **PRESIDENT AND CEO REPORT**

#### **Draft Multi-Year Business Plan (MYBP) 2022-25**

The CEO presented the excerpts of the draft MYBP including the executive summary, plan overview, strategic goals, actions and measures as well as strategic initiatives. It was noted that the budget will be balanced using the multi-year funding. The MYBP will be presented to the Board for approval at the April 26<sup>th</sup> Regular Board meeting.

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

The President and CEO noted that the CEO Report will be done verbally highlighting the listed agenda items.

#### Ministerial Engagement

- Provincial Budget 2022/2023 - the CEO attended the Provincial Budget address on March 23<sup>rd</sup>
  - Status quo budget with a slight increase in Saskatchewan Innovation and Opportunities Scholarship funds, Collective Agreement support and base level Preventative Maintenance and Renewal funding
- Met with Jenn Clark from Immigration and Career Training (ICT) in response to the outreach with Clint Repski, ICT, Deputy Minister
  - The President and CEO will work with the Regional Colleges to develop a list of operational items that could be expensed to ICT funding to off set the operations budget

#### Community Engagement

- CEO and Director of Business and Skills Training met with BHP and Women Building Futures (WBF), an institution based in Alberta, regarding a potential partnership to provide trades training for women.
- The College participated in a stakeholder consultation with MNP regarding the Humboldt Broncos Tribute Centre
- Attended Humboldt's Family Resource Centre grand opening
- Met with St. Peter's College President regarding the community engagement, regional needs assessment survey that was recently circulated regionally
  - A follow-up meeting may be requested

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- Mayor of Humboldt meeting is scheduled for May 12<sup>th</sup>

- Additional Town/Village Council outreach planned for 2022/23 - will host Board meetings in regional locations and invite council representatives and industry leaders for a meet and greet luncheon

## **CEO Council Update - NA**

### **Information Items**

#### Directors' Report and Update on Structure

The CEO reviewed the Directors' report, and it was received for information. It was noted that the structure of the report was updated to provide highlights and risks that are in correlation with the Strategic Plan and Balanced Scorecard. The Directors will join the October and May regular Board meetings and will make a verbal presentation.

Due to the limited number of Directors attending today's meeting, and the need for quorum, impending motions for today's meeting was discussed.

### **Adjournment**

Motion 03-22-117: Paproski, that the meeting adjourn at a later time, as required.  
Carried.

Due to illness, Director Haskey departed the meeting at 12:08 p.m.

*The meeting recessed at 12:09 a.m. for lunch and resumed at 12:52 p.m.*

It was noted that quorum is not met for the remaining portion of the meeting, and that motions can not be made.

#### Saskatchewan Chamber of Commerce Political Forum April 7, 2022

This event will provide an opportunity for Board members and CEO to connect with the Premier, as well as ministers and colleagues. The invitation to attend will be shared with the Board of Directors.

#### COVID-19 Update

The President and CEO reported that the College, following the Provincial health guidelines, have removed all COVID-19 restrictions. It was noted that additional cleaning protocol will continue until the end of June.

#### Multi-Year Funding Accountability Report and the Performance Framework Report

Report #2 was submitted to the Ministry by the due date of January 31<sup>st</sup>.

- The College plans to use the multi-year funds to:
  - continue blended learning environments
  - enhance IT equipment and security
  - enhance and align staff to build Indigenous, business and industry relationships, assist with the transition to the new Enterprise Reporting Project (ERP), increase marketing and IT capacity

#### Academic Calendar 2022-23

The CEO shared the academic calendar for the next fiscal year, and it was received for information.

- Noted that the College will be closed on September 30<sup>th</sup> to recognize National Day for Truth and Reconciliation
- The CEO encouraged the Board members to attend the June 3, 2022 Board and Staff Recognition Event

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#### CICan Conference Attendance

The CICan Conference will take place in Halifax on April 25 – 27/22. Director Paproski, the President and CEO as well as the Director of ABE and Student Services will be attending the conference virtually.

## **VP FINANCE**

### **Higher Education ERP – SIS Project Monthly Report**

The VP Finance reported that we are currently in the familiarization phase that allows for questions and will generate a template for implementation. The conversion process to transition the data is currently being examined. A spreadsheet has been created to track the finances and will be shared with the Board monthly.

### **Revenue and Expense Report**

The VP Finance presented the revenue and expense report, and it was received for information.

### **Income Statement and Balance Sheet**

The income statement and balance sheet were received for information.

## **OTHER**

### **Correspondence**

- February 11, 2022, Ministry of Advanced Education, re: Student Loan Repayment Rate
- March 1, 2022, SGI, re: Business Recognition Assessment Effective May 1<sup>st</sup> – 15%

### **Next Board Meeting**

- April 26, 2022, Regular Meeting, Governance & HR Committee Meeting to follow, Humboldt
  - Time to be determined

### **Information Items**

- Media Release, January 26: Four Saskatchewan Regional Colleges Enter Partnership for New Agriculture Program
- Media Release, February 7: 2022 Marks the 10<sup>th</sup> Year of BHP's Jansen Project Scholarship Program
- Indigenous Post-Secondary Education Profile Findings

### **Roundtable**

- Community Issues – none
- A public announcement will be released in April regarding a donation of Lysol wipes to community partners

The meeting adjourned at 1:29 p.m.

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Chairperson

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Recorder