

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Video Conference
March 30, 2021 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Adrienne Jackson, Vice Chair Sommer MacLeod, 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

TO ORDER: The Chairperson called the meeting to order at 8:59 a.m.

AGENDA: The agenda was reviewed.

Motion 03-21-43: Doecker, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the January 28th regular meeting and the February 18 & 19 special meetings were reviewed.

Motion 03-21-44: Flory, that the minutes from the January 28 regular meeting and the February 18 and February 19, 2021 special meetings, be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

- The current Regional College position on the Saskatchewan Polytechnic Board, held by Wayne Pike, has been extended for one year
- Provincial Budget will be released on April 6th – Board Chair and President are invited to the pre-budget briefing
- Virtual conference planned for the Fall of 2021 by the Regional College chairs
 - facilitated by Tom Thompson
 - sector stakeholders, business and industry will be invited to attend
 - opportunity to align with the Saskatchewan Growth Plan, develop priorities and be proactive
 - a survey will be sent out to identify our top 10 priorities from the Growth Plan
- Parkland and Cumberland coalition has been extended by two years

COMMITTEE REPORTS

Governance and Human Resources Committee

- Board Recruitment Update
 - After a successful recruitment campaign, three candidates will be submitted to the Minister for consideration; more names will be submitted after spring recruitment
 - Spring recruitment application deadline will be end of April, interviews in May
- Board Evaluation
 - The Board evaluation survey was emailed March 16th with a completion deadline of March 31st
- President and CEO 360-Evaluation surveys have been emailed to staff, stakeholders, and Board members for completion. The Governance Committee will review the compiled responses with Laura Soparlo on April 27th. The final evaluation will be brought to the Board in June for approval and will be presented to the President.
- Skills Matrix Update – Board members reviewed and updated their September 2020 responses as required. The updated skills matrix will be reviewed by the Governance Committee in April

- Board Work Plan Update
 - Future System PD event – awaiting details re: Four Seasons of Reconciliation
- PD Opportunities: 2021 CICan Conference (Virtual) April 26, 27, 28; please contact the Executive Secretary to register
- **Next meeting** - April 27, 2021

Finance/Audit/Risk (FAR) Committee

- February 23, 2021 Minutes were reviewed
- **Next Meeting** – May 25, 2021

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report and it was received for information and the following was noted:

- Rebecca Cross, from Cumberland College, has been identified as the ERP project manager
- Upcoming focus will be the preparation of the Multi-Year Business Plan (MYBP) and finalizing the Strategic Plan
- Will be attending the provincial budget briefing on April 6th
- Noted that the meeting regarding the Standing Committee on Public Accounts has been postponed

2021-2024 Business Plan Discussion

- Projected revenue and expenses, as well as programming and operations, were discussed
- Pending the provincial budget, we plan to present the draft business plan to the Board for approval at the April 27th meeting; if more time is needed, a special Board meeting may be required

2021-2024 Strategic Plan Update

The President and CEO presented the draft strategic plan noting that it is geared for the short-term but can easily pivot to long-term (3 years). It was noted that our objectives, actions, and measures have been aligned to the Saskatchewan Growth Plan.

Motion 03-21-45: Flory, that the Board approves the 2021-2024 Strategic Plan, as presented.
Carried.

Performance Framework

The President and CEO presented the institutional indicators, as submitted to the Ministry, and noted that these will be included in the performance framework reporting document that will be identified in the Budget letter and reported back the Ministry annually.

2021-2022 Academic Calendar

The President and CEO presented the 2021-2022 Academic Calendar for information purposes.

4.18 IT Security Management Policy & Procedure

The IT Security Management policy and procedure was presented noting grammatical corrections.

Motion 03-21-46: Doecker, that the Board gives final approval for 4.18 IT Security Management policy and procedure, as presented.
Carried.

Managers' Report

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

Board College Emails

The use of College email addresses for Board members and the forwarding of email to personal addresses, as it relates to security, was discussed. It was decided that, moving forward, only College email addresses will be used and the forwarding of information to personal email addresses will not be permitted. It was noted that all Board members have complete the cyber security training.

VP FINANCE REPORT

The VP Finance presented his report and noted the following:

- Cyber insurance application is in process; collaboration amongst colleges will be discussed at the upcoming SBO/IT Committee meeting
- Maintenance – Punichy ABE flooring will be replaced this summer and the stucco repaired on the Watrous facility; funding has been requested

Revenue and Expense Report

The VP Finance presented the revenue and expense report and noted the following:

- Lower programming costs due to smaller and shorter classes, decreased travel
- Fewer exam invigilations resulted in lower revenue
- Board budget includes consultant fees as well as recruitment advertising

Lease with HZSD for the Watrous, Wynyard and Punichy locations has been extended for an additional five years

SGI Business Recognition Assessment, Carlton Trail College will receive a 3% discount, effective May 2021

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.

Laura Soparlo joined the meeting at 11:03 a.m.

Review of CEO Evaluation Tool

In-Camera Session with without the President and CEO

Motion 03-21-47: MacLeod, that the meeting moves into an in-camera session at 11:03 a.m.
Carried.

Motion 03-21-48: Doecker, that the meeting moves back into regular session at 12:33 p.m.
Carried.

Laura Soparlo departed the meeting.

The President and CEO and the recorder rejoined the meeting at 12:34 p.m.

OTHER

Correspondence - none

Next Board Meeting

- April 27, 2021, Regular Meeting and Governance Committee Meeting

Information Items - none

Roundtable

- Community Issues – none
- Declaration from the beginning of the meeting; was read aloud

In-Camera Session with the President and CEO

Motion 03-21-49: Haskey, that the meeting moves into an in-camera session at 12:38 p.m.
Carried.

Motion 03-21-50: MacLeod, that the meeting moves back into regular session at 12:46 p.m.
Carried.

Adjournment

Motion 03-21-51: Flory, that the meeting adjourn at 12:47 p.m.
Carried.

Chairperson

Recorder