

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Videoconference
May 26, 2020 at 10:30 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Adrienne Jackson, Directors Sommer MacLeod, Gordon Lees, Sandy Flory, Shaun Haskey, Evan Doepker, President and CEO Shelley Romanyszyn-Cross, VP Finance and Andy Burgess, VP Administration Amy Yeager and recorder Sheri Ulrich

TO ORDER: The Chairperson called the meeting to order at 10:31 a.m.

AGENDA: The agenda was reviewed.

Motion 05-20-50: Jackson, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the May 26, 2020, regular meeting was reviewed.

Motion 05-20-51: MacLeod, that the minutes from the May 26, 2020 regular meeting be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

- Attended the ASRC meeting with the Minister and Deputy Minister on May 4th
 - Post-secondary education sector will submit fall programming plans to the Ministry of Health for approval; template is being drafted by Advance Education
 - Must follow the phases of Re-Open Saskatchewan
 - Mental health also a priority
 - AE deployment team will be conducting a survey regarding the pandemic challenges

Guests: Minister Tina Beaudry-Mellor, Minister of Advanced Education and Mark McLaughlin, Deputy Minister joined the meeting via TEAMS videoconference at 11 a.m.

The following was discussed:

- International education – a position at the ministry has been created to lead this portfolio
- Program optimization
- Student retention is critical
- Colleges have a competitive advantage in how we are uniquely connected to our regional labour market and our communities
- Need to consider new and unique upskilling opportunities, must be mindful of what we are spending and increase collaboration, collective thinking and share resources to strengthen and grow our sector
- Noted the challenges of distance delivery (technology) for First Nation and rural communities: access and affordability of computers and the internet, bandwidth, and students living in homes with many others
- Re-opening plans should be done from a ‘student centred’ perspective
- The Minister indicated that they are working closely with Ministry of Education and said that future messaging, including timing, will be consistent with that of Education.

Minister thanked Glenn Hepp for his leadership during his tenure and wished him well upon leaving the Board.

The guests departed the meeting at 11:52 a.m.

The meeting recessed for lunch and reconvened at 12:49 p.m.

COMMITTEE REPORTS

Finance/Audit Committee

- May 26 meeting highlights
 - Pre-audit meeting with auditor
 - Chosen to be one of the three Colleges that will be audited by the Provincial Auditor
 - Will investigate rent relief programs
 - Cyber security is becoming more important
 - Audit will begin in June, will be off-site and done electronically
 - A focus will be on Covid and its impact on processes, cash flow, etc.
 - Auditor will examine our risk assessment tool and methodology and provide feedback
 - Guest: Eric Yeager, Knight Archer Insurance
 - Policy renews in July, premium is stable
 - Cyber security \$4,800 for \$1M or \$6,000 for \$2M. SLT will research and report back to the Board in June
 - Banking services contract with RBC expires December 21, 2020 and was scheduled to be tendered this fall. Contract extension, due to the pandemic, was discussed.

Motion 05-20-52: Flory, that the Board approves a one-year extension for the banking services contract with the Royal Bank of Canada.
Carried.

- Banking services will be reassessed in May 2021.
- Leases were reviewed. The one location that would be dependant on fall programming is the ABE Wadena site. Rent relief programs will be investigated.
- Next Meeting September 22, 2020

Governance & HR Committee

- April 28, 2020 Minutes
 - Board Evaluation – will be discussed in-camera in June
 - Skills Matrix Results: low skill scores include risk management, HR, IT, natural resources and education. PD opportunities: IT combined with risk management as well as indigenous education will be added to the work plan.
 - Chair Succession Planning: Chair Glenn Hepp is leaving the Board end of June. Board member, Adrienne Jackson, has expressed interest in becoming chair.

Motion 05-20-53: Doecker, that the Carlton Trail College Board recommends to Minister Beaudry-Mellor that Adrienne Jackson be appointed as Chairperson of the Board.
Carried.

- A letter will be sent to the Minister submitting Adrienne Jackson's name for Chair.
 - Recruitment: President and CEO will contact the candidate that was interviewed last round from the southeast region who had indigenous knowledge and education experience. If the candidate is still interested, that candidate's name will be forwarded to the Ministry for consideration. Recruitment for Sommer MacLeod, whose term expires spring 2021, will occur in the fall.
 - CEO Evaluation will be presented to the President and CEO in June
- Next Meeting October 27, 2020

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO report was reviewed and discussed.
No increase in tuition for 20/21

COVID-19 Update

- Status quo – offices closed with staff working remotely

Emergency Funding

- Utilized \$5,500 – 11 bursaries of \$500 each

Regional College Pandemic Response Task Force

- On hold until needed

Re-Open Plan

- Must consider all the provincial health and safety directives as detailed in Re-Open Saskatchewan
- Working on our plan that will be rolled up into the PSE sector's submission to the Minister of Health
- Blended format of online and face to face with the ability to go solely online if required
- Must remain cognizant that we are expected to deliver optimum, quality education
- Focus on competitive niche programs
- Opportunity to further explore distance delivery of revenue generation type courses
- International students – look at including this in the strategic plan, President and CEO will start the process of getting designated
- Further internal communication will be coming out today regarding fall programming

Strategic Planning Discussion

- President and CEO will contact Laura Soparlo for further input surrounding the strategic planning process including stakeholder and community engagement
- Opportunities post-covid need to be identified
- The recent labour market needs assessment will be helpful

Business Plan Status

- Awaiting further information from Ministry regarding updated parameters of this year's Business Plan.

Balanced Scorecard Report #3

- Balanced Scorecard was reviewed and received for information. It was noted that we were able to finish all the 2019-2020 programs

Enterprise Risk Management Report #3

- All risks should be re-assessed post-covid and adjusted to our current reality
- Pandemic should be added as a risk and significant provincial funding decrease discussed
- Policies and procedures need to be reviewed to ensure risk is mitigated

Managers' Report

- The Managers' report was reviewed by the President and CEO

APAG Reporting Theme: Transparency & Disclosure Practices

- Members are asked to review the updated draft template and bring input to the June meeting

VP FINANCE REPORT

VP Finance Report

The VP Finance's report was reviewed and the following was added:

- One of the Colleges is shutting down their welding shop and we have opted to purchase a variety of equipment.
- We are awaiting a response on the renovation/addition proposal for our welding shop.

The Revenue and Expense Report

- reviewed and received for information

Income Statement and Balance Sheet

- received and received for information

VP ADMINISTRATION REPORT

The VP Administration's report was reviewed, and the following was added:

- Instructors are working with the learning management system called Blackboard which is offered free through the AE Ministry. Instructors will receive Blackboard training to fully prepare for fall.
- Cyber security – doing what we can to mitigate risk at the local level. Cyber insurance option will be investigated by the SLT and will bring a recommendation to the Board in June

OTHER

Correspondence - none

Next Meeting

- June 23/20, 9:00 am - Regular Board Meeting via videoconference
- June 23/20 – AGM, immediately following regular meeting

Round Table

June 17th – governance training available via Zoom – if you're interested, please contact the office

In-Camera Session without the Senior Leadership Team

Motion 05-20-54: MacLeod, that the meeting moves into an in-camera session at 2:05 p.m.
Carried.

Motion 05-20-55: Doepker, that the meeting moves back into regular session at 2:25p.m.
Carried.

Adjournment

Motion 05-20-56: Flory, that the meeting adjourn at 2:26 p.m.
Carried.

Chairperson

Recorder