

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held in Carlton Trail College PN Building, Watrous, SK  
May 30, 2023**

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

**Guests:** *Jennifer Brooks, Advancement & External Affairs Director; Bailey Williams, HR Director; Deanna Gaetz, Business & Skills Training Director; Rachel Trann, Adult Basic Education & Student Services Director (Director's Report - Strategic Plan, Balanced Scorecard Update, and plans for next academic year)*

**REGRETS:** None

**TO ORDER:** The Chairperson called the meeting to order at 9:02 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 05-23-49: Doepker, that the agenda be approved as presented.  
Carried.

**MINUTES**

The minutes from the April 18, 2023, regular meeting was reviewed.

Motion 05-23-50: Paproski, that the minutes from the April 18, 2023, regular meeting be approved as presented.  
Carried.

The minutes from the April 27, 2023, special meeting was reviewed.

Motion 05-23-51: Miller, that the minutes from the April 27, 2023, special meeting be approved as presented.  
Carried.

**BOARD**

**Board Chairperson Report**

- Chair attended the BHP Forum Event held at the Museum on May 22, 2023. BHP, along with their Forum on Corporate Responsibility (FCR) Advisory Group, toured the Carlton Trail

College facility in Humboldt, along with the Humboldt Collegiate Institute, Uniplex and Humboldt District Hospital. Representatives from the Humboldt & District Chamber of Commerce, St. Augustine School, Horizon School Division, the Humboldt District Hospital, and the Humboldt & District Hospital Foundation were also in attendance.

- Correspondence received from Shelley Back, Medicine Hat College's new Board Chair, requesting to review Carlton Trail's policies and procedures, as well as the Skills Matrix to use as reference. Board members all agreed that a blank skills matrix form could be sent to her.
- Correspondence received from Ray Sass, Cumberland and Parkland College Board Co-Chair, requested to review Carlton Trail's orientation manual for reference. Board members all agreed that we could forward our orientation manual.

### Conflict of Interest Statement

"Under the duty of loyalty, is anyone aware and needs to disclose a perceived or apparent conflict of interest personally or of another Board member, that would affect that individual's judgement or ability to act in the best interests of the College?"

Motion 05-23-52: Doecker, that the Board approves the addition of the Conflict of Interest Statement as presented and discussed.  
Carried.

## COMMITTEE REPORTS

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

#### PD Opportunities

Correspondence from Governance Solutions regarding courses and subscription received for information.

#### Draft Board Skills Matrix

Received for information.

**Next Gov/HR Meeting** – October 2023

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

#### Pre-Audit Meeting

Diana Leray and Alex Yevlanov of KPMG will meet with the FAR Committee later today to review the Audit Planning Report for the Year-Ending June 30, 2023.

**Next FAR Meeting** – September 2023

## PRESIDENT AND CEO REPORT

### **President & CEO Report**

Presented by the President & CEO and received for information.

Prioritization Matrix

Carlton Trail continues to work with the Saskatchewan Research Network (SRNet) on the province-wide post-secondary cyber security initiative. All Saskatchewan post-secondary institutes completed a National Cyber Security Assessment (NCA) to determine their security posture. On the Prioritization Matrix, areas in red shows where improvement is needed. The College will look at improving the key areas over the next six months to increase security posture and continue to mitigate risks to the College.

Lieutenant Governor's Post-Secondary Teaching Award

Currently directed towards advanced education instructors. ELT and ABE instructors are not included in this award.

**Information Items**

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

Received for information.

The Student Information System (SIS) portion of the project is behind schedule and currently on hold.

ERP testing is proceeding well for payroll. Current July 4 date is a concern, but the goal is to go live as expected. Some core processes are not yet in place, but Unit4 is working on the issues. Finance seems to be functioning fine. Five payrolls are to be run parallel for risk mitigation.

Balanced Scorecard 22-23 Report #3

Received for information.

ERM 22-23 Report #3

Received for information.

Graduation Update

Received for information.

**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.

**Capital Plan, Strategic Preventative Maintenance & Renewal (SPMR), and Regional College Preventative Maintenance and Repair (RCPMR)**

A minor wording adjustment was made to the 5-year contract with CN and will be re-sent to the Ministry for approval. Rempel Engineering was submitted information regarding programming to determine ventilation, heating, requirements, etc.

The College is looking to redo the siding and roof on the current building by adding the additional work on to the tender to match the current building with the addition. The roof on the new addition will be able to sustain solar panels in the event we decide to go that route in the future.

Population growth may increase due to BHP, in which we may require additional classroom or office space. Nothing concrete to add for a 10-year capital plan at this point.

The basement classroom at Four Winds in Punnichy will be renovated/upgraded to allow for more classroom space to hold programming and training.

More signage is required on our Humboldt building as the current signage is minimalistic and not easy to see.

Motion 05-23-53: Paproski, that the Board approved the Capital Plan, Strategic Preventative Maintenance and Renewal (SPMR), & Regional College Preventative Maintenance and Repair (RCPMR) as presented and discussed.  
Carried.

*Directors joined the meeting at 10:48 AM.*

### **Director's Report**

The Director's presented their information and it was received for information.

BHP Jansen Project 2023 Scholarship Poster  
Received for information.

*The meeting recessed at 12:03 PM for lunch. The Board welcomed John Gunderson, Watrous Mayor; Juanita Allin, Councilor; along with Diana Leray and Alex Yevlanov, KPMG Partners for lunch.*

*Carlton Trail College Practical Nursing Instructor, Lacey Meddins, conducted a quick tour of the facility and the Directors departed after lunch.*

*Moved into FAR meeting at 1:03 PM.*

*Resumed Regular meeting at 2:05 PM.*

## **OTHER**

### **Correspondence**

**Next Board Meeting** – June 20, 2023, Regular Meeting and AGM Humboldt

### **Information Items**

### **Roundtable**

**In-Camera Session with the President and CEO**

Motion 05-23-54: Paproski, that the meeting moves into an in-camera session at 2:32 PM.  
Carried.

*CEO left the meeting at 2:50 PM.*

Motion 05-23-55: Miller, that the meeting moves back into regular session at 3:08 PM.  
Carried.

**Adjournment**

Motion 05-23-56: Doepker, that the meeting adjourn at 3:09 PM.  
Carried.

---

Chairperson

---

Recorder