

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at The Canalta, Meeting Room, Humboldt, SK  
November 29, 2022**

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

**REGRETS:** None

**TO ORDER:** The Acting Chairperson called the meeting to order at 9:16 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, and the following was added:

- Item 8.1 Correspondence: Correspondence from the Ministry of AE Re: HHR Letter to Post-Secondary Students
- Item 6.4 President & CEO: CICan Conference April 23-25, 2023

Motion 11-22-23: Doepker, that the agenda be approved as amended.  
Carried.

**MINUTES**

The minutes from the October 25, 2022, regular meeting was reviewed.

Motion 11-22-24: Miller, that the minutes from the October 25, 2022, regular meeting be approved as presented.  
Carried.

**BUSINESS ARISING**

The Board will strive to have Board meetings at alternate locations within our College region. January is scheduled to be in Humboldt due to the PD event.

**BOARD**

**Board Chairperson Report**

Correspondence from Ministry Re: Appointments  
Received for information - nothing new to report.

**COMMITTEE REPORTS**

**Governance and Human Resources Committee**

October 25, 2022, Meeting Minutes  
Received for information.

PD Event January 24, 2023  
President & CEO emailed Director Paproski PD options to review for the Board PD event.

Knowledge on Indigenous culture is a high priority and would be a very beneficial learning opportunity. President & CEO will review potential options to bring back to the Board for consideration.

Board & CEO Evaluation  
Laura Soparlo has been contacted and has committed to assisting the Board in the completion of the CEO and Board evaluations on March 28, 2023.

Board Workplan Update #1  
Reviewed and received for information.

**Next Gov/HR Meeting** – April 18, 2023

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

2022 Audit Assessment Results  
The assessment results were reviewed.

Detailed Variance Analysis R#1 for 2022-2023  
Presented by the VP Finance and the following was noted:

- Most departments are tracking on schedule.
- Student numbers are low across the entire region with ABE programming especially low due to impacts of PTA transitioning to ETI.
- The College purchased enhanced Microsoft licensing to improve the College's security posture.
- Counselling – there has been staffing changes in this department, but the overall impact should be minimal.
- Skills Training Credit – CCA One Arrow program postponed due to difficulty finding an instructor.
- Skills Training Non-Credit – Heavy Equipment Operator program has been in demand the last few years; the College has a strong relationship with many RMs which helps promote the program and manage costs.

Quarterly Financial Report as submitted to AE as of September 30, 2022  
Presented by the VP Finance and received for information.

August, September, October 2022 Cheque Payments with Cheque Detail  
Presented by the VP Finance and received for information.

**Next FAR Meeting** – March 9, 2023, at 9:00 AM

### **PRESIDENT AND CEO REPORT**

The College recently reposted the Indigenous Initiatives Coordinator position and multiple applications have been received.

A meeting has been scheduled for November 30 with SAO's to discuss transition of our learners from Provincial Training Allowance (PTA) to Employment Training Incentive (ETI) funding and the significant impact on our learners.

Staff in-service to take place on Monday, January 30, 2023, with speaker Chris Edgelow presenting on Change Management.

### **Ministerial Engagement**

President & CEO attended the Humboldt and District Chamber of Commerce meeting with the Minister of Finance, Donna Harpauer on November 9, to discuss changes to PST.

In a letter to the College, the Ministry of Advanced Education requested the College's policies & procedures regarding student harassment, which have been reviewed by Advanced Education with no concerns.

Board Recruitment – The Board will begin recruitment for additional Board members again in January.

### **Community Engagement**

#### **CEO Council Update**

Next meeting is scheduled for February 2, 2023, in Regina. CEO council has been connecting informally on other regional matters.

President and CEO is currently on a provincial working group to build a Provincial Teaching Award for post-secondary institutions in the province.

### **Information Items**

#### Director's Report

Received for information.

#### Student Awards Event

Student Awards invitation received for information.

#### Correspondence fr. Ministry of AE Re: Congrats for Award of Excellence

Received for information.

#### Correspondence fr. Ministry of AE Re: MYF Accountability Reporting

Received for information.

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

The project has moved forward to the next phase, which involves preparing templates for the four Colleges that will be going live first. Communication between Thesis has begun, and the first kickoff meeting will take place on November 30, 2022.

Christmas Discussion

The Board donated \$100 each to the Humboldt, Watrous, Wynyard, Wadena, and Lanigan food banks located within our region. Poinsettias purchased by the Board have been or are currently being delivered to the Humboldt, Watrous, Wynyard and Punnichy Four Winds Learning Centre locations. Staff/Student lunches supported by the Board are taking place within the College region throughout the beginning of December with Director Paproski expressing interest in attending the Watrous Christmas Lunch on December 12. The Board has agreed to donate \$250 to the breakfast programs in lieu of a Board Christmas Lunch with donation being directed towards the highest needs locations within the region first.

International Student Program

The President & CEO reviewed a sample program budget to include the potential for international students. An International Student Program has the potential to create revenue for the College especially if the College is able to combine its efforts with the other Regional Colleges to reduce international recruitment costs.

Correspondence Fr. Ministry of AE Re: HHR Letter to Post-Secondary Students

Received for information. The College will be sending the correspondence out to all students.

CICan Conference April 23-25, 2023

The CICan conference is scheduled for April 23-25, 2023, in Montreal. Attendance at the event can be virtual or in-person. Vice Chairperson Flory and Director Paproski will be attending. Director Miller is tentative, and Director Doecker is unable to attend.

Annual Report

Approval of the 2021-2022 Annual Report

Motion 11-22-25: Paproski, that the Board approves the 2021-2022 Annual Report as presented.  
Carried.

**VP FINANCE REPORT**

**Revenue and Expense Report**

Received for information.

**Income Statement/Balance Sheet**

Received for information.

*The meeting recessed at 11:21 for a short break and resumed at 11:38.*

**OTHER**

**Correspondence**

Letter from the Ministry of AE regarding 21-22 Financial Statements received for information.

A meeting/tour with Minister Gordon S. Wyant has been scheduled for February 3, 2023, from 10 AM – 12 PM.

**Information Items**

Scholarship Awards Ceremony taking place December 6, 2022, in Humboldt at the Bella Vista. Acting Chairperson Flory and Directors Paproski, Miller and Doepker are all scheduled to attend. Acting Chairperson Flory will bring greetings on behalf of the Board.

**Next Board Meeting** – January 24, 2022, Regular Meeting and PD Event, Humboldt

**Roundtable**

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

Motion 11-22-26: Doepker, that the meeting moves into an in-camera session at 11:47 AM.  
Carried.

*CEO left the meeting 11:55 AM*

Motion 11-22-27: Miller, that the meeting moves back into regular session at 12:05 PM.  
Carried.

**Adjournment**

Motion 11-22-28: Paproski, that the meeting adjourn at 12:09 PM  
Carried.

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Chairperson

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Recorder