

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at Four Winds Learning Centre, Punnichy, SK
October 25, 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:

TO ORDER: The Acting Chairperson called the meeting to order at 9:52

“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:

- Correspondence: Letter from the Ministry of AE requesting documentation on current policies, procedures and processes regarding discrimination complaints

Motion 10-22-17: Paproski, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the September 20, 2022, regular meeting was reviewed.

Motion 10-22-18: Paproski, that the minutes from the September 20, 2022, regular meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report

Acting Chairperson Flory attended the Saskatchewan Chamber of Commerce’s (SCC) dinner event with the President & CEO on October 22, 2022.

COMMITTEE REPORTS

Governance and Human Resources Committee

Election for the new Committee Chair will take place at the Governance & HR meeting scheduled immediately after the Regular Board meeting.

All of the Board Members will attend the committee meetings until new Directors are appointed.

Next Gov/HR Meeting – The Committee will meet today after the Regular Board meeting.

Finance/Audit/Risk (FAR) Committee

September 20, 2022, Meeting Minutes
Received for information.

Audit RFP Update and Process

Next FAR Meeting – Tuesday, November 29, 2022

PRESIDENT AND CEO REPORT

Ministerial Engagement

The Ministry approved the President & CEO contract, which has been signed and sent back to the Ministry.

To date, there has been no communication from the Ministry regarding the reappointment of Acting Chairperson Flory for a second term or her appointment as Chairperson of the Board. The Board requested an inquiry to the Ministry for an update on the status of the requests.

Community Engagement

The first edition of the *Trailblazer* e-newsletter was sent out on October 20, 2022. The next issue will be sent out in February 2023. Board highlights will be included in future newsletter issues. The President & CEO has received a lot of great feedback about the e-newsletter.

The President & CEO attended the SCC event October 22, 2022, with Acting Chairperson Flory.

The Leadership Team met in Saskatoon at Broadway Collective for a strategic planning meeting. The plan is to host future meetings at different locations within the College's region.

The President & CEO participated in an interview with BHP regarding the Jansen Mine Regional Infrastructure and Services Baseline Assessment.

CEO Council Update

The first meeting took place virtually on October 13, 2022.

As a representative for Regional Colleges, the President & CEO is participating in a working group with Advanced Education and provincial post-secondary institutions to create a Provincial Teaching Award for the province.

Both the Ministry of AE and ICT attended the meeting and discussed the Health Human Resources (HHR) Action Plan that was recently released by government. Discussion was focussed on how the government and post-secondary institutions can work together to support the HHR Action Plan. The Ministry of ICT also highlighted that they are considering a Skilled Trades Action Plan, in an effort to recruit more skilled tradespeople into Saskatchewan.

The Ministry will be reaching out to Colleges regarding the Multi-Year Funding reporting and future funding models. We are in year two of our MYF Agreement.

The move to Education and Training Incentive (ETI) from Provincial Training Allowance (PTA) has proven to be difficult for students to access funding to attend school. The Senior Academic Officers and CEOs will be working with the Ministry to identify the concerns and determine a plan moving forward to best support our students.

Information Items

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

Received for information.

- Testing is taking up a substantial amount of time for all Colleges. Over the next few weeks, staff will be extremely busy testing and ensuring any issues that arise are corrected before going live.
- Student Information System (SIS) is currently being developed by a company called Thesis. This portion of the project is behind schedule.

Program Update

Received for information.

Remembrance Day Attendance

Board agreed for this upcoming Remembrance Day to make a \$100 donation to the Humboldt, Wynyard and Nokomis Legions.

The Executive Assistant will update the Board on upcoming service dates. The Board members can determine if they are able to attend on behalf of the College.

Christmas Discussion

Agreed that the next Board meeting will take place in Humboldt on November 29 for the Board Christmas lunch. The Board is interested in supporting our students this Christmas season by donating to the breakfast program.

The Board will donate \$100 each to the Humboldt, Watrous, Wynyard, Wadena, and Lanigan food banks located within our region.

There will be a staff/student Christmas lunch that the Board will also support. Board members are welcome to attend. Dates are to be determined.

Poinsettias are to be purchased for each College office location (Humboldt, Wynyard, Watrous, Punnichy Four Winds Learning Centre) on behalf of the Board.

Director's Report

Received for information.

Balanced Scorecard 21-22 Final and 22-23 Report #1

Received for information.

ERM 21-22 Final and 22-23 Report #1

Received for information.

Guests: (11:10 AM) Deanna Gaetz, Business & Skills Training Director; Rachel Trann, ABE & Student Services Director; Jennifer Brooks, Advancement & External Affairs Director; Bailey Williams, HR Director

Directors Presentation

The Directors gave a presentation to highlight the final numbers in the 21-22 Balanced Score Card.

The meeting recessed at 11:58 for lunch. The Board welcomed Max Itittakoose, Daystar First Nation Councillor, for lunch. The Directors departed at 1:00 PM and the meeting continued with the President & CEO Report.

International Student Program

The President & CEO presented the Board with a business case on the pros and cons of becoming a Designated Learning Institution and recruiting international students.

Motion 10-22-19: Paproski, that Carlton Trail College proceed with submitting an application to become a Designated Learning Institution.
Carried.

VP FINANCE REPORT

Revenue and Expense Report

Received for information.

Income Statement/Balance Sheet

Received for information.

OTHER

Correspondence

Letter from the Ministry of AE requesting documentation on current policies, procedures and processes regarding discrimination complaints, which the College will provide.

Information Items

Scholarship Awards Ceremony taking place December 6, 2022. Board members are welcome to attend. Details on the event will be forthcoming.

Next Board Meeting – November 29, 2022, Regular Meeting and FAR Committee, Humboldt

Roundtable

In-Camera Session with the President and CEO

Motion 10-22-20: Miller, that the meeting moves into an in-camera session at 1:29 PM.
Carried.

CEO left the meeting 1:42 PM

Motion 10-22-21: Doecker, that the meeting moves back into regular session at 1:50 PM.
Carried.

Adjournment

Motion 10-22-22: Doecker, that the meeting adjourn at 1:59 PM
Carried.

Chairperson

Recorder