

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn, Humboldt, SK
October 26, 2021**

PARTICIPATING: Board Chairperson Adrienne Jackson, Vice Chair Sandy Flory, Directors, Evan Doepker, Darrell Paproski, President and CEO, Amy Yeager, VP Finance Andy Burgess and Recorder Sheri Ulrich

REGRETS: Directors, Shawna Miller and Shaun Haskey

TO ORDER: The Chairperson called the meeting to order at 9:00 a.m.

"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:

- Guest: 10:15 a.m. Minister Makowsky via Zoom
- Board Chair Report: CEO Contract Approval
- Item 6.7: 20/21 Annual Report Update and Approval Process
- Item 7.4: Welding Shop Funding Approval

Motion 10-21-93: Paproski, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the September 21 regular meeting and the September 29th special meeting was reviewed.

Motion 10-21-94: Doepker, that the minutes from the September 21, 2021 regular meeting and the September 29th special meeting be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

Joint Steering Committee

This agenda item will be addressed in-camera.

ASRC Update

The Chairperson gave a brief update on ASRC. It was determined that ASRC needs to focus on high level strategy. Suggested items to focus on could include advocacy and the ERP system.

- It was noted that an ERP presentation would be beneficial for the Board to view
 - Tentative timelines for ERP rollout: Finance June 3rd, HR July 27th, SIS January 2023rd, and will be fully operational January 2024

Board Recruitment

Encouraged Board members to reach out to Indigenous contacts.

CEO Contract Approval

The CEO contract has been approved by the Minister and has been signed.

COMMITTEE REPORTS

Governance and Human Resources Committee

Committee Composition - Due to the departure of Director MacLeod, Director Miller joined the committee.

PD opportunities – Directors Miller and Paproski have been registered for the JSGS Public Sector Governance Program starting in March, in addition, they will be asked to complete the Cyber Security training as well as the 4 Seasons of Reconciliation training.

Next meeting – The Committee will meet today after the Board meeting.

Finance/Audit/Risk (FAR) Committee

September 21st Meeting Minutes – received for information

Audit RFP Update

- Request for Proposals will close November 5th
- Pending the review of the proposals, the VP Finance and the FAR Committee Chair will decide if interviews are required
- The 4-year, audit services contract will be awarded at the December Board meeting

Banking Tender

VP Finance reviewed the 3 responses and summarized the services including a cost comparison and noted that the interest rates have the biggest impact on the costs. It was stated that Royal Bank of Canada has had a very good working relationship with the College and has supported our scholarship program.

Motion 10-21-95: Doecker, that the Board awards Royal Bank of Canada the banking services contract commencing January 1, 2022 and ending December 31, 2025.
Carried.

Next Meeting – December 14, 2021

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report, and the following was noted:

- Participating in a series of Governance Solutions PD webinars – will share pertinent information with the Board
- Multi-year funding may include the focus on the connection with the Indigenous community; this initiative will be finalized and included in the upcoming Business Plan

COVID-19 Update

- The President and CEO reviewed Policy 4.20 COVID-19 Proof of Vaccination noting that effective December 3, all individuals affiliated with, working for, or visiting Carlton Trail College locations will be required to provide proof of vaccination or proof of a negative test from within the previous 7 days.
- Was noted that the Regional Colleges system is excluded from the Public Employers' COVID-19 Emergency Regulations and fall under the Employers COVID-19 Emergency Regulations.

Program Update - Received for information.

10:15 a.m. Minister Gene Makowsky and Deputy Minister Mark McLoughlin joined the meeting virtually

- Minister Makowsky welcomed Directors Miller and Paproski to the Board and congratulated Ms. Yeager as the new President and CEO
- The Minister asked for an update on COVID-19 Emergency Regulations. The CEO responded that the proof of vaccination effort is going smoothly
- The Chair showcased our relationship with BHP and noted the importance of the regional college system maintaining a regional presence as well as fostering Indigenous relationships
- Deputy Minister McLoughlin asked that we watch for information from the Ministry of Immigration and Career Training regarding a Job Summit
- Minister Makowsky was invited to an upcoming Board meeting

Minister Makowsky and Deputy Minister McLoughlin departed the meeting at 10:40 a.m.

Remembrance Day Attendance

- A \$100 donation will be made to the Legion in Humboldt, Nokomis, and Wynyard
- If a Board member wishes to attend the Remembrance Day ceremony, on behalf of the College, please contact the Executive Secretary and arrangements will be made.

Christmas Discussion

- On behalf of the Board, poinsettias will be purchased for each office as well as a gift purchased for staff and students in lieu of a Christmas celebration/lunch.
- In lieu of Board member gifts, a donation of \$100 will be made to each of the Food Banks in our region
- The Board will have a Christmas lunch on December 14th and Ms. Romanyszyn-Cross, former CEO, will be invited to acknowledge her retirement.

Managers' Report

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

Annual Report

The CEO noted that the Annual Report is nearing completion and will be ready for review and approval mid-November. Arrangements will be confirmed next week.

VP FINANCE REPORT

The VP Finance presented his report and noted the following:

- Carlton Trail College is administering the funds for the ERP project and as such, the VP Finance has been added to the ERP sub-committee. The CEO noted that Ms. Romanyszyn-Cross's is the lead on the ERP committee.

Revenue and Expense Report

The VP Finance presented the revenue and expense report, and it was received for information. It was noted that the actual staffing impacts and student numbers will be adjusted for the December report.

Preventative Maintenance and Renewal Request

PMR submission was received for information

Welding Shop Funding Approval

- Carlton Trail College has received \$25,000 in capital funding for the design of the Technical and Trades facility expansion and roof replacement
- VP Finance will formalize the approval to proceed with CN, the lessor of the land. The City of Humboldt will also be notified.
- Work with an architect will begin shortly

VP ADMINISTRATION REPORT

The President and CEO presented the VP Administration report

- Updated the Board on the recruitment status of the Human Resource Director
- Discussion ensued surrounding the Directors attending Board meetings. It was decided that the attendance of the Directors at Board meetings will be at the CEO's discretion

OTHER

Next Board Meeting

- December 14, 2021, Regular Meeting, and FAR Committee Meeting, Bella Vista, Humboldt

Information Items

- Media Release October 19th – Carlton Trail College Announces Retirement of President and CEO Shelley Romanyszyn-Cross and the Appointment of Amy Yeager, Interim President and CEO

Roundtable - Community Issues – none

- A media release announcing the new Board members is forthcoming
- Photos will be taken of the Board members, the VPs and the Directors on December 14th

In-Camera Session without the President and CEO

Motion 10-21-96: Flory, that the meeting moves into an in-camera session at 12:28 p.m.
Carried.

CEO left the meeting 1:30 p.m.

Motion 10-21-97: Paproski, that the meeting moves back into regular session at 1:39 p.m.
Carried.

Adjournment

Motion 10-21-98: Flory, that the meeting adjourn at 1:40 p.m.
Carried.

Chairperson

Recorder