

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Video Conference
October 27, 2020 at 9:00 a.m.**

PARTICIPATING: Board Chairperson Adrienne Jackson, Interim Vice Chair Sommer MacLeod, Directors, Evan Doecker, Sandy Flory, Shaun Haskey, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager, and Recorder Sheri Ulrich

TO ORDER: The Chairperson called the meeting to order at 9:01 a.m.

AGENDA: The agenda was reviewed.

Motion 10-20-15: Flory, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the September 22 regular meeting were reviewed.

Motion 10-20-16: MacLeod, that the minutes from the September 22, 2020 regular meeting, be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

The Chairperson report was reviewed.

Saskatchewan Regional Colleges Information Paper

The Chairperson noted that this paper will be used as a marketing tool for our community leaders and stakeholders.

January PD Event

- The Chairperson will compile a list of options for discussion

COMMITTEE REPORTS

Governance and Human Resources Committee

- **Next meeting** - October 28, 2020
 - Laura Soparlo will be joining the meeting via Zoom to discuss the CEO and Board Evaluations

Finance/Audit/Risk (FAR) Committee

- September 29, 2020 minutes were reviewed
 - Doecker is the Chair for the 2020/21 fiscal year
 - Financial Statements have received approval and have been submitted to the Ministry
 - Auditor assessments have been received and compiled for review at the November meeting
- **Next Meeting** - November 24, 2020

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report and it was received for information.

- Rebecca Cross, from Cumberland College, will take the lead for the ERP
- Internet access, quality and availability continues to be a challenge especially for our remote communities, including our First Nations. The VP Administration will reach out to the managers regarding how our students are managing and will update the Board in November

19/20 Annual Report

The President and CEO presented the 2019/20 Annual Report highlighting:

- Statistics on pages 25, 26 & 27 is off by one student with no impact to the narrative
- The document will be professionally printed and used as a marketing and engagement tool

Motion 10-20-17: Flory, that the Board approves the 2019/20 Annual Report as discussed.
Carried.

Program Update

- The President and CEO reviewed the programs/classes that the College has run from July to mid-October. A slight reduction in programming and student numbers, as a result of COVID, was noted.

Managers' Report

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

- Highlighted the success story of one of our ABE students

Remembrance Day Services

- A donation will be made to the Legions in our region including Watrous/Nokomis, Wynyard and Humboldt.
- The Remembrance Day services in Wynyard and Watrous will be virtual and will be live streamed. The Humboldt Legion will be having a short outdoor service at the Cenotaph and will also be live streamed. Donations will be acknowledged during the services.

Christmas Discussion

In lieu of the Board's annual Christmas lunch and gifts, it was decided that the College will give back to the community by donating funds to each of the food banks in our region. A press release will be prepared.

VP FINANCE REPORT

The VP Finance presented his report and it was received for information.

- Cyber insurance was discussed at the SBO meeting last week
 - All other Regional Colleges now carry Cyber insurance. Insurance details will be gathered and brought to the Board for discussion in November.
- Working with HZSD to increase janitorial hours in Humboldt to allow for extra cleaning
- Awaiting response from HZSD regarding the Humboldt, Wynyard and Watrous lease extension

Revenue and Expense Report

The VP Finance presented the revenue and expense report and it was received for information.

Balance Sheet and Income Statement

The VP Finance presented the balance sheet and income statement and it was received for information.

VP ADMINISTRATION REPORT

The VP Administration presented her report and it was received for information.

OTHER

Correspondence

- September 23/20, to Minister Beaudry-Mellor, re: Elected Vice Chair
- September 24/20, to Grant Thornton LLP, re: Management Representation Letter
- September 28/20, to Provincial Auditor, re: Governance Audit Recommendation Follow-up
- September 28/20, from Provincial Auditor, re: Governance Audit Follow-Up Audit Report

Next Board Meeting

- October 28/20 – Governance & HR Committee Meeting, College Classroom #153, Humboldt
- November 24/20 – FAR Committee Meeting 9 am, Regular Meeting to follow, Bella Vista Inn, Humboldt

Roundtable

- Disclaimer question for the Board re: Directors and Officers Insurance asked at the beginning of each meeting: “Is anyone aware of any claims or potential claims against the organization that would result in a financial loss or wrongful dismissal claim?” This question will be discussed at tomorrow’s Governance & HR Committee meeting.
- It was confirmed that the weekly staff update, emailed to the Board by the VP Administration, is a quick overview and provides connectivity

In-Camera Session with the President and CEO

Motion 10-20-18: Doepker, that the meeting moves into an in-camera session at 10:32 a.m.
Carried.

CEO departed the meeting at 10:55 a.m.

Motion 10-20-19: MacLeod, that the meeting moves back into regular session at 11:08 a.m.
Carried.

Adjournment

Motion 10-20-20: MacLeod, that the meeting adjourn at 11:08 a.m.
Carried.

Chairperson

Recorder