

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in Classroom 153, Humboldt, SK
September 20, 2022**

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

TO ORDER: The Vice Chairperson, Sandy Flory, called the meeting to order at 10:19 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. To accommodate our guests, we will begin with agenda item 5.2.

Motion 09-22-06: Paproski, that the agenda be approved as presented.
Carried.

Finance/Audit/Risk (FAR) Committee

June 30, 2022, Audited Financial Statements

Guests Diana Leray and Alex Yevlanov, from KPMG, joined the meeting at 9:30 AM.

Ms. Leray noted that the financial statements are awaiting approval from the Provincial Comptroller. She gave a summary of the audit findings report. It was noted that the audit went well and that there were no concerns.

In-Camera Session with the Local Auditors

Motion 09-22-07: Flory, that the meeting moves into an in-camera session at 10:11 a.m.
Carried.

Motion 09-22-08: Flory, that the meeting moves back into regular session at 10:18 a.m.
Carried.

Motion 09-22-09: Miller, that the Board approves the audited financial statements for the fiscal year ended June 30, 2022, as presented pending significant changes from the Provincial Comptroller's office.
Carried.

Motion 09-22-10: Doepker, that there have been no subsequent events that have arisen since July 1, 2022, that would have a significant impact on operations going forward and that no contingencies have been identified that would affect these financial statements as prepared.
Carried.

Guests Diana Leray and Alex Yevlanov departed the meeting at 10:20 AM.

- **Annual Audit Assessment** - The Board, President and CEO and VP Finance were asked to complete the audit assessment. The FAR Committee will summarize the results and present them to the Board at the November Board meeting.

Next Meeting – Tuesday, November 29, 2022

MINUTES

The minutes from the June 27, 2022, regular meeting and annual general meeting were reviewed, as well as the minutes from the September 13, 2022, special board meeting.

Motion 09-22-11: Paproski, that the minutes from the June 27, 2022, regular meeting be approved as presented.

Carried.

Motion 09-22-12: Doepker, that the minutes from the June 27, 2022, annual general meeting be approved as presented.

Carried.

Motion 09-22-13: Miller, that the minutes from the September 13, 2022, special board meeting be approved as presented.

Carried.

Business Arising

Committee meetings – The Board suggested that all four current board members meet at all committee meetings until new Board members have been appointed.

BOARD

Board Chairperson Report

- President and CEO and Vice Chair will be attending the Sask Chamber of Commerce dinner.
- Board recruitment interviews completed and names forwarded to Minister. The Ministry may request applicants from different areas within the region.
- CEO contract forwarded to Ministry for approval.

Continuous Agenda

- The President and CEO requested to move Annual Report approval from the October Board meeting to the November Board meeting. It was discussed and agreed to move the Annual Report approval to November.

COMMITTEE REPORTS

Governance and Human Resources Committee

Board Recruitment Update

Board interviews took place on September 13, 2022, and applicants were submitted to the Ministry for approval. It was discussed that Board recruitment may happen again in January to ensure all current vacant positions are filled. On most recent Board recruitment, the most attraction came through our Facebook ads.

Board Workplan 22-23 Discussion

Reviewed and received for information.

President & CEO Workplan

Received for information.

President & CEO Workplan 22-23 Discussion

- To be reviewed at the next Governance Committee meeting in October.
- The President & CEO indicated future Board and SLT meetings may be held at other locations within our region for community presence.
- The President and CEO will begin a Carlton Trail quarterly newsletter for the fall.

Next meeting – Tuesday, October 25, 2022

PRESIDENT AND CEO REPORT

Multi-Year Funding Accountability & Performance Framework Reporting

Completed and reviewed for information.

Ministerial Engagement

President & CEO received introductory phone call from Minister Wyant in June.

President & CEO and Vice Chair will be attending the SK Chamber of Commerce dinner Deputy Ministers from all Government Ministries will be in attendance at the event.

Community Engagement

Next Board meeting on October 25, 2022, is scheduled to take place in Punnichy at the College's Four Winds Learning Centre location. Punnichy area community members will be invited for lunch.

President and CEO met with Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA), an English Language training partner.

In recognition of National Day for Truth and Reconciliation, the College has partnered with the City of Humboldt and Chamber of Commerce, to have Mary Culbertson, Treaty Commissioner of Saskatchewan, to present to our communities and schools on September 28.

The President and CEO met with BHP and industry partners as an informal kickoff to the pre-apprenticeship training programs that the College is offering in partnership BHP.

The President and CEO is putting together a quarterly newsletter to be circulated to all College stakeholders in the region. The newsletter will include updates from staff, students, the Board and

organizational-wide information on events, programming, partnerships as well as other pertinent information. The first issue will be sent out in October.

CEO Council Update

The President and CEO is the CEO Council Chair for the 22/23 fiscal year. The first meeting is scheduled for October 13, 2022.

Information Items

Directors' Report

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

- All College staff went to Punnichy and Muskowekwan First Nation for Annual Start Up – consisted of touring the MFN Residential School and hearing survivor stories.
- College is receiving the Community Project Award from the Saskatchewan Economic Development Alliance (SEDA) for our partnership with the R.M. of Prince Albert in delivery the Heavy Equipment Operation program.
- Scholarships & Awards – The College has been gifted a large, multi-year donation from the Walker Wood Foundation amounting to \$120,000 over 6 years.

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

Received for information.

- A Talent Management software was added to the RFP for an additional \$36,000. The Talent Management software was missed in the original quote.
- The HR and Finance systems are scheduled to go live July 1, 2023
- The student information system portion is behind schedule.

Correspondence from Minister Wyant

The 22-23 Business Plan and Budget were approved.

Multi-Year Funding

- The College is actively recruiting for an Indigenous Initiatives Coordinator as one of the multi-year funding initiatives.

CiCan Programming Partnership

- Carlton Trail has been awarded a contract with CiCan to run a Supported Care Assistant program for the entire province of Saskatchewan. A Program Coordinator has been hired to coordinate this program.

50th Anniversary

- The College's 50th Anniversary planning is underway with internal committees being formed

Collective Bargaining

- The President and CEO will be the Bargaining Chair for the Southern Regional Colleges

Cyber Security

- The College will be signing an agreement with SRNet to provide shared procurement and Cyber Security software and support.

Lunch recess at 12:14

Designated Learning Institution for International Students

- President & CEO met with Great Plains College regarding International recruitment. Discussed opportunities to recruit international student to the College. Three Regional Colleges are currently working together to recruit international students and would be open to have other Colleges join. The President and CEO will provide further information at the next Board meeting for Board consideration.

VP FINANCE REPORT

Revenue and Expense Report

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

Income Statement/Balance Sheet

The income statement and balance sheet were received for information.

- Currently behind with getting the 22/23 budget entered, but will be entering ASAP.

Next Board Meeting

- October 25, 2022, Regular Meeting and Governance & HR Committee, Punnicichy

OTHER

Correspondence

Correspondence from Mike Pestill
Public Sector Governance Program

Information Items

CCA Graduation Ceremony

SEDA Awards of Excellence Nomination

Roundtable

In-Camera Session with the President and CEO

Motion 09-22-14: Paproski, that the meeting moves into an in-camera session at 1:13 PM.
Carried.

CEO left the meeting 1:56 PM

Motion 09-22-15: Doecker, that the meeting moves back into regular session at 1:57 PM.
Carried.

Adjournment

Motion 09-22-16: Miller, that the meeting adjourn at 2:24 PM
Carried.

Chairperson

Recorder