

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the Bella Vista Inn, Humboldt, SK  
September 21, 2021**

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

**REGRETS:** Director, Sommer MacLeod

**TO ORDER:** The Chairperson called the meeting to order at 10:32 a.m.

The Chairperson welcomed Mr. Paproski and Ms. Miller and thanked them for joining the Board of Directors.

*“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 09-21-75: Haskey, that the agenda be approved as presented.  
Carried.

Finance/Audit/Risk (FAR) Committee

**June 30, 2021 Audited Financial Statements**

*Guests Michael Marchand and Jesse Boughen, from Grant Thornton LLP, joined the meeting at 10:32 a.m.*

Mr. Marchand noted that the financial statements are awaiting approval from the Provincial Comptroller. He gave a summary of the audit and presented the June 30, 2021 financial statements. It was noted that the audit went well and that there were no concerns.

**In-Camera Session with the Local Auditors**

Motion 09-21-76: Flory, that the meeting moves into an in-camera session at 11:02 a.m.  
Carried.

Motion 09-21-77: Flory, that the meeting moves back into regular session at 11:12 a.m.  
Carried.

Motion 09-21-78: Haskey, that the Board approves the audited financial statements for the fiscal year ended June 30, 2021 as presented pending significant changes from the Provincial Comptroller’s office.  
Carried.

Motion 09-21-79: Doecker, that there have been no subsequent events that have arisen since July 1, 2021 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.

*Mr. Marchand and Mr. Boughen departed the meeting at 11:14 a.m.*

- **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** – November 30, 2021

## **MINUTES**

The minutes from the June 21, 2021 regular meeting and the AGM was reviewed.

Motion 09-21-80: Doecker, that the minutes from the June 21, 2021 regular meeting be approved as presented.  
Carried.

Motion 09-21-81: Flory, that the minutes from the June 21, 2021 AGM be approved as presented.  
Carried.

## **BOARD ITEMS**

### **Board Chairperson Report**

The Chairperson gave an update on the Joint Steering Committee.

*Lunch recess at 11:54 am*

### **Order in Council #455/2021, dated September 8<sup>th</sup> re: Board Appointments**

- New appointees: Shawna Miller and Darrell Paproski; terms expiring September 8, 2024
- Directors Jackson and Doecker reappointed for 3 years; terms expiring September 8, 2024
- Directors Flory, Haskey terms expiring August 14, 2022
- Director MacLeod term expired May 25, 2021; awaiting a successor

### **JSGS – Governance PD training**

- Professional Director designation, fall dates are full; will watch for a winter offering
- New Board members will be added to the monthly governance newsletter and PD opportunities

### **Continuous Agenda**

- Due to a conflict in schedules, the November 30<sup>th</sup> Board meeting was rescheduled to December 14<sup>th</sup>

### **Committee Assignments**

- Updated to include the new Board members
- FAR Committee membership will consist of Chairperson Jackson, Directors Doecker, Haskey and Miller
- Governance and HR Committee membership will consist of Chairperson Jackson, Directors MacLeod, Flory and Paproski

### **President and CEO Succession Planning Update**

- Currently working on the CEO contract naming Amy Yeager as Carlton Trail College's President and CEO, effective October 1, 2021
- Shelley will be invited to the Board's Christmas lunch to celebrate her retirement
- Noted that Jennifer Brooks has rejoined the College team

### **APAG: Fiduciary Responsibilities of Boards**

- The document was reviewed and finalized; will be submitted prior to the September 30<sup>th</sup> deadline

## **COMMITTEE REPORTS**

### **Governance and Human Resources Committee**

- Board 21/22 work plan was reviewed
  - Noted that the Indigenous training, 4 Seasons of Reconciliation, has been completed by all staff and Board members will be completing this training this fall
- PD opportunities received for information. Please contact the Executive Assistant if you are interested in registering
- **Next meeting** – October 26, 2021

## **PRESIDENT AND CEO REPORT**

### **President and CEO Update**

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

- After retirement, Ms. Romanyszyn-Cross was contracted to continue to be a part of the ERP team and work with the project manager

### **Policy 4.19 COVID-19 Additional Measures**

- The President and CEO reviewed the policy that allows the College to implement additional requirements, such as mandatory masking and/or mandatory vaccinations.
- The President and CEO requested the Board give final approval foregoing Policy 1.0 that states the approval in principle process.
- It was decided to remove the sentence on page 1 “..as well as the safety of those around them on campus and program locations” due to concerns surrounding the validity of the statement.
- Discussed the logistics of administering mandatory vaccination and the pros and cons

Motion 09-21-82: Flory, that the Board waives Step 4, Consultation, of Procedure 1.0 - Policy Development and moves directly into Step 5, Final Approval of Policy 4.19 COVID-19 Additional Measures, as presented with identified, minor edits.

Carried. (4)

Opposed (Haskey) *stated that the consultation process should not be waived*

- It was noted that the College is attempting to access rapid tests for staff and students

### **Managers' Report**

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

### **Correspondence from Minister Makowsky re: Approval of the 21-22 Business Plan and Budget**

- President and CEO noted the additional multi-year funding reporting requirements

### **Post-Secondary Education and Skills Training Act – Legislative Changes**

- Received for information.

### **VP ADMINISTRATION REPORT**

The VP Administration presented her report

- It was noted that the VP Administration position has been shifted to Human Resource Director and recruitment process has been started.

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

Motion 09-21-83: Doecker, that the meeting moves into an in-camera session at 2:27 p.m.  
Carried.

The VP Administration left the in-camera session at 2:48 p.m.

Motion 09-21-84: Haskey, that the meeting moves back into regular session at 3:05 p.m.  
Carried.

### **VP FINANCE REPORT**

The VP Finance presented his report and noted the following:

- Wakaw facility is no longer for sale
- Additional welding shop equipment has been acquired

### **Revenue and Expense Report**

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

### **Preventative Maintenance and Renewal Request**

- Was noted that the Ministry has a priority for health and safety related requests
- Our submission will include welding shop roof and exterior upgrade as well as architect drawings; electronic signage; Watrous administration facility outdoor stucco repair
- The PMR request will be submitted and brought to Board in October for information

### **OTHER**

**Correspondence** - none

### **Next Board Meeting**

- October 26, 2021, Regular Meeting, Governance & HR Committee Meeting, Bella Vista, Humboldt

**Roundtable** - Community Issues – none

**In-Camera Session without the President and CEO**

Motion 09-21-85: Flory, that the meeting moves into an in-camera session at 3:15 p.m.  
Carried.

Motion 09-21-86: Haskey, that the meeting moves back into regular session at 3:56 p.m.  
Carried.

**Adjournment**

Motion 09-21-87: Haskey, that the meeting adjourn at 3:56 p.m.  
Carried.

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Chairperson

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Recorder