

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in Carlton Trail College, Classroom 152, Humboldt, SK
January 23, 2024**

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

REGRETS: None

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

“Under the duty of loyalty, is anyone aware and needs to disclose a perceived or apparent conflict of interest personally or of another Board member, that would affect the individual’s judgement or ability to act in the best interests of the College?” None cited.

AGENDA

The agenda was reviewed.

Motion 01-24-29: Miller, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the November 28, 2023, Regular Meeting was reviewed.

Motion 01-24-30: Doepker, that the minutes from the November 28, 2023, Regular Meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report

Advanced Education has forwarded an email to all participants, including the Chairperson, who joined the AE sector engagement session held on November 15, 2023, containing all pertinent meeting materials. The CEO will disseminate this email to Board members who were unable to attend.

COMMITTEE REPORTS

Governance and Human Resources Committee

Board Recruitment Update

The Board received and reviewed an application and agreed to move forward with a virtual interview. The Executive Assistant will coordinate an interview date with the Board and the applicant.

PD Opportunities

VP Finance, Andy Burgess, will conduct a Financial Presentation for the Board PD Event, which will be held immediately after the Regular Meeting.

The presenters scheduled for an International Students presentation for the Board PD Event were unable to attend. The Board agreed to reschedule them for a future meeting.

The most current Johnson-Shoyama Public Sector Governance Program information was shared for information.

Next Gov/HR Meeting – April 23, 2023

Finance/Audit/Risk (FAR) Committee

The FAR Committee has agreed to schedule a virtual meeting for March 5, 2024, at 10 AM to review the draft Business Plan financials.

November 28, 2023, Meeting Minutes

Received for information.

Next FAR Meeting –March 5, 2024

PRESIDENT AND CEO REPORT

CEO Report

Received for information.

Rempel Engineering completed high-level structural drawings in December 2023. The CEO responded with some adjustments and comments. Because of the change in the scope of the project, architectural drawings will likely be required. Will be looking at getting drawings completed asap.

President & CEO Work Plan Status Update

The work plan is progressing as scheduled, with a focus on policy review. The renewal of the website is still ongoing and receiving priority status.

Information Items

Director's Report

Received for information.

Strategic Planning Dates

Laura Soparlo will be leading the strategic planning process for the College, collaborating with key College stakeholders. In the coming months, Laura will conduct surveys and/or focus groups with each of these key partners. The Board is interested in participating in a focus group. The Board agreed to schedule an in-person meeting with Laura Soparlo during the regular Board meeting on March 26, 2024.

A Strategic Planning Session will be scheduled on May 8, 2024, with Laura and the Senior Leadership Team to begin building the strategic plan.

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

The inability to produce financial reports is a significant issue the College is currently facing. The College's requirements are not being met by the ERP financial system due to numerous unbuilt components, posing significant issues as we operate within the system. The CEO will work with the VP Finance and ERP Steering Committee to determine actionable next steps.

Multi-Year Funding Accountability & Performance Framework Reporting

Received for information.

Balanced Scorecard 23-24 Report #2

Received for information.

ERM 23-24 Report #2

Received for information. Will be including the ERP information for Report #3.

Program Update

Received for information.

CICan Conference Attendance

Received for information. CEO Yeager and Director Miller plan to attend. The Senior Leadership team also expressed interest in attending.

The meeting recessed at 11:06 AM and moved into the PD Event.

The meeting resumed at 12:33 PM.

VP FINANCE REPORT

Revenue and Expense Report

Received for information.

Income Statement/Balance Sheet

Presented by VP Finance.

OTHER

Correspondence

Received for information.

Next Board Meeting – March 5, 2024, FAR Committee Meeting, Zoom

Information Items

Carlton Trail College Celebrates 50th Anniversary Media Release was received for information.

Roundtable

In-Camera Session with the President and CEO

Motion 01-24-31: Doepker, that the meeting moves into an in-camera session at 12:55 PM.
Carried.

Director Paproski left the meeting at 1:14 PM.

CEO left the meeting at 1:15 PM.

Motion 01-24-32: Buan, that the meeting moves back into regular session at 1:47 PM.
Carried.

Adjournment

Motion 01-24-33: Miller, that the meeting adjourn at 1:48 PM.
Carried.

Chairperson

Recorder