

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held in Carlton Trail College, Classroom 154, Humboldt, SK  
March 26, 2024**

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

***Guest:** Laura Soparlo, Soparlo Consulting, joined the meeting via Zoom at 9:00 AM for the Strategic Planning Focus Group, and to review the Board and President & CEO Evaluation surveys.*

President & CEO Evaluation

Ms. Soparlo went through the evaluation questions, explaining each question and citing examples.

Board Evaluation

Ms. Soparlo went through the Board Effectiveness survey questions with the Board. An additional question to be added that rates the effectiveness of the orientation process for new Board members.

Ms. Soparlo indicated the following timeline:

- Links for each evaluation will be forwarded to the Executive Assistant after the meeting to forward on to the Board members.
- Ms. Soparlo will then complete the summaries and forward to the Board.
- When available, Ms. Soparlo will meet with the Board to discuss the survey ratings and comments.
- The final summary will be sent to the Board once finalized.

Strategic Planning

Ms. Soparlo went through the Strategic Planning Focus Group session questions with the Board.

Ms. Soparlo will keep stakeholder and student survey open for an additional week to allow for additional responses.

*Ms. Soparlo departed the meeting at 11:10 PM.*

**REGRETS:** None

**TO ORDER:** The Chairperson called the meeting to order at 11:20 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 03-24-36: Paproski, that the agenda be approved as presented.  
Carried.

## **MINUTES**

The minutes from the January 23, 2024, Regular Meeting were reviewed.

Motion 03-24-37: Doepker, that the minutes from the January 23, 2024, Regular Meeting be approved as presented.  
Carried.

The minutes from the February 6, 2024, Special Meeting were reviewed.

Motion 03-24-38: Miller, that the minutes from the February 6, 2024, Special Meeting be approved as presented.  
Carried.

## **BOARD**

### **Board Chairperson Report**

Chairperson Flory attended the Provincial Budget address on March 20, 2024.

### **Board Items**

Correspondence received from Minister Gordon Wyant regarding the appointment of Nathan Gregg, effective March 14, 2024.

In her role as a consultant, Director Buan was contracted by Southeast College to do an evaluation on a regional college-wide English Language Training tutor program. The Board voted whether Director Buan's claim is a perceived conflict of interest.

Motion 03-24-39: Doepker, that there is no perceived conflict of interest regarding Director Buan's contract.  
Carried.

A summary of the Post-Secondary Sector Engagement Meeting was received for information.

## **COMMITTEE REPORTS**

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

#### PD Opportunities

Correspondence from Mike Pestill regarding partial reimbursement of registration costs from the Ministry of AE for post-secondary institution Board members who complete approved governance workshops.

The Designated Learning Institution International Student Program PD opportunity originally scheduled for the Board's PD Event in January has not yet been rescheduled, but they are aware of our efforts to arrange a new date.

#### New Board Member Orientation

The Board will look at scheduling orientation with Director Gregg after a couple Board meetings take place. A tech orientation will be scheduled with Director Gregg prior to Board orientation.

It was noted that President & CEO Yeager will be away April 23, 2024, and has requested that the Board meeting be moved to another date in April. The Board agreed to reschedule the April Board meeting to April 18, 2024.

**Next Gov/HR Meeting** – Originally scheduled for April 23, 2024. Rescheduled for April 18, 2024, at 8 AM.

### **Finance/Audit/Risk (FAR) Committee**

#### March 5, 2024, Meeting Minutes

Received for information.

**Next FAR Meeting** –May 28, 2024 (Wakaw)

## **PRESIDENT AND CEO REPORT**

#### Draft Multi-Year Business Plan (MYBP) 2024-2025

The President & CEO and VP Finance presented the draft MYBP and highlighted the following:

- Staffing alignment
- Facility leasing
- Capital project
- Utilizing unrestricted surplus

Director Flory noted the change in the MYBP to update the Board of Directors section to include Director Gregg.

The final MYBP will be presented to the Board for approval at the April 18, 2024, regular Board meeting.

*The meeting recessed at 12:10 PM for lunch.*

*The meeting resumed at 12:51 PM.*

Budget 2024-2025

Provided to the Board and received for information.

CEO Report

Received for information.

The President & CEO attended the embargoed pre-budget briefing regarding the Provincial Budget address on March 20, 2024.

Regarding the Trades Facility, Rempel Engineering has put together a pricing package for contractors. It is yet to be determined who will manage the project. President & CEO Yeager will provide the Board with more information prior to a decision being made.

**Information Items**

Director's Report

Received for information.

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

A third party will be looking at the scope of work as agreed upon at CEO Council meeting. A meeting to be scheduled with Deputy Minister, Rebecca Carter; Board Chair and CEOs to further discuss the project.

President & CEO Yeager has joined the Steering Committee for the ERP Project.

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

Motion 03-24-40: Paproski, that the meeting moves into an in-camera session at 1:47 PM.  
Carried.

*CEO joined the meeting at 2:13 PM.*

Motion 03-24-41: Paproski, that the meeting moves back into regular session at 2:30 PM.  
Carried.

Saskatchewan Chamber of Commerce Political Forum

Received for information. Directors that would like to attend are to notify the Executive Assistant.

Academic Calendar 2024-2025

Received for information.

Graduation Update

Graduation celebrations will take place in both Punnichy and Humboldt this year for all 2023-2024 programming. Board of Directors can confirm attendance with the Executive Assistant at the April Board meeting.

**VP FINANCE REPORT**

**Revenue and Expense Report**

Received for information.

**Income Statement/Balance Sheet**

Presented by the VP Finance.

November, December 2024, and January 2024 Cheque Details

A corrected copy of the cheque details provided at the March 5, 2024, FAR meeting was received for information.

**OTHER**

**Correspondence**

Letter from the Ministry of AE re: Student Load Repayment Rate was received for information.

**Next Board Meeting** – Originally scheduled for April 23, 2024. Rescheduled for April 18, 2024, at 8 AM.

**Information Items**

Letter from SGI regarding Business Recognition Assessment effective May 1, 2024, (15% Discount) was received for information.

**Roundtable**

**Adjournment**

Motion 03-24-42: Miller, that the meeting adjourn at 2:59 PM.  
Carried.

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Chairperson

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Recorder