

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at the Royal Canadian Legion Branch 195, Wakaw, SK
May 28, 2024**

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

Guests: (Directors Reports) Jennifer Brooks, Advancement & External Affairs Director; Bailey Williams, HR Director; Deanna Gaetz, Business & Skills Training Director; Rachel Trann, ABE & Student Services Director (Virtual); (Lunch Meet & Greet) Melissa Dieno, CAO; Dwane Burke, Recreation and Community Economic Development Manager; (Auditors via Zoom) Diana Leray, and Alex Yevlanov

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 9:08 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 05-24-49: Paproski, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the April 18, 2024, Regular Meeting were reviewed.

Motion 05-24-50: Doepker, that the minutes from the April 18, 2024, Regular Meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report

Chair Flory received a thank you card from former Advanced Education Minister, Gordon Wyant.

Chair Flory, that the President and CEO to email the new Advanced Education Minister, Colleen Young, to welcome her in her new role as well as update her on our new trades facility.

Pari Johnston, the President & CEO of CICan, will be meeting with the Regional College President & CEOs at Suncrest College on June 11, for a presentation and meeting as part of her Saskatchewan College Tour. All Regional College Board Chairs have been invited for a meet and greet and roundtable discussion as part of the event.

Board Items

COMMITTEE REPORTS

Governance and Human Resources Committee

April 18, 2024, Meeting Minutes

Received for information.

PD Opportunities

To be mentioned in President & CEO Report.

Draft Board Skills Matrix

Received for information. Addition of “Other/Do not wish to disclose” to be moved under “Male” and “Female”.

Director Reappointments

Both Director Paproski and Miller’s appointments will be ending September 9, 2024, in which both agreed to put their name forward for a second term.

Motion 05-24-51: Paproski, that the Carlton Trail College Board recommends to Minister Young that Darrell Paproski’s and Shawna Miller’s appointments be extended for a second term.

Carried.

Next Gov/HR Meeting – October 22, 2024 (Humboldt)

Finance/Audit/Risk (FAR) Committee

Pre-Audit Meeting

Diana Leray and Alex Yevlanov of KPMG will meet with the FAR Committee later today to review the Audit Planning Report for the Year-Ending June 30, 2024.

Next FAR Meeting – September 17, 2024

PRESIDENT AND CEO REPORT

CEO Report

Presented by the President & CEO and received for information.

The Board agreed to send a thank you card to former AE Minister, Gordon Wyant, on behalf of the Carlton Trail College Board.

The President and CEO suggested extending an invitation to the new Advanced Education Minister, Colleen Young, to visit Carlton Trail College.

At the Board meeting scheduled for June 18, Anna Ditablan, Shirley Zhou, and Jennifer Augustin from the International Education & Jurisdictional Initiatives will attend in-person for a PD presentation to the Board on the International Student Program (ISP) and Designated Learning Institution (DLI) Framework.

The status of the new Trades Facility funding progress was discussed. Without funding in place, the College may have to look at the original design option when building. The Board agreed to a deadline of August 31, to receive a final answer regarding BHPs funding or we will move towards the original design (reduced scale) version.

Information Items

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

Received for information.

Collective Bargaining Agreement Ratification

The 2022-25 College Collective Bargaining Settlement Agreement was received for information.

The President and CEO discussed the process of ratifying the Collective Bargaining Agreement. More discussion will take place at the in-camera session to confirm the Collective Bargaining Agreement motions.

Balanced Scorecard 23-24 Report #3

Received for information.

ERM 23-24 Report #3

Received for information.

Lieutenant Governor's Post-Secondary Teaching Award 2024

Received for information.

Graduation Update

The following Board members previously agreed to attend the upcoming celebrations:

- Punnichy – May 29, 2024: Director Paproski
- Humboldt – May 30, 2024: Chairperson Flory

Director Buan attended the ELT celebration in Manitou, SK, and indicated she may be able to attend both the Humboldt and Punnichy celebrations.

50th Anniversary Art Unveiling – May 30, 2024

Received for information.

Board & Staff Appreciation Event – June 7, 2024

Received for information.

VP FINANCE REPORT

Revenue and Expense Report

Presented by the VP Finance and received for information.

Income Statement/Balance Sheet

Presented by the VP Finance. It has been noted that due to the lack of working options in ERP, the College is still unable to pull reports that can be provided to the Board, which has made the year very challenging.

Capital Plan, Strategic Preventative Maintenance & Renewal (SPMR), and Regional College Preventative Maintenance and Repair (RCPMR)

The draft 2025-26 Capital Plan and Preventative Maintenance and Renewal Funding letter was presented by the VP Finance and received for information.

Motion 05-24-54: Doepker, that the Board approves the Capital Plan, Strategic Preventative Maintenance & Renewal (SPMR), and Regional Collective Preventative Maintenance and Repair (RCPMR) as presented and discussed.
Carried.

The Directors joined the meeting at 11:09 AM.

Director's Report

The Director's presented their information and it was received for information.

The meeting recessed at 12:02 PM for lunch. The Board welcomed representatives from the Town of Wakaw, Melissa Dieno, CAO; and Dwane Burke, Recreation and Community Economic Development Manager, for lunch.

All guests departed at 1:12 AM.

Diana Leray and Alex Yevlanov, KPMG Partners, joined and moved into the FAR Committee Meeting.

Resumed Regular meeting at 1:49 PM.

OTHER

Correspondence

Next Board Meeting – June 18, 2024, Regular Meeting and AGM (Humboldt)

Information Items

Received for information.

Roundtable

Elan Buan attended the housing forum held by BHP. Saskatchewan Realtors Association will be presenting housing data for this region.

In-Camera Session with the President and CEO

Motion 05-24-55: Buan, that the meeting moves into an in-camera session at 1:56 AM.
Carried.

CEO left the meeting at 2:02 PM.

Motion 05-24-56: Miller, that the meeting moves back into regular session at 2:34 PM.
Carried.

Motion 05-24-57: Doepker, that the updated terms of Reference be brought to the AGM for review and approval.
Carried

Collective Bargaining Agreement Ratification

Motion 05-24-52: Paproski, that the Board ratify the Collective Bargaining Agreement covering the period September 1, 2022, to August 31, 2025, as presented.
Carried.

Motion 05-24-53: Gregg, pending ratification by all Colleges and the SGEU, that the Board support application to the Ministry for increases to out-of-scope pay grids consistent with the increases provided to in-scope staff in the recently negotiated Collective Bargaining Agreement.
Carried.

Adjournment

Motion 05-24-58: Gregg, that the meeting adjourn at 2:41 PM.
Carried.


Chairperson


Recorder