

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

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

REGRETS: None.

TO ORDER: The Chairperson called the meeting to order at 10:05 AM

"Carlton Trail College serves the communities of east-central Saskatchewan. We respectfully acknowledge that we do so within Treaty 4 and 6 territories, traditional lands of the Cree, Salteaux, Dene, Dakota, Lakota, Nakota and Metis nations. We honour and respect these Treaties and are committed to working in partnership with all Nations in the spirit of reconciliation and collaboration."

"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.

1. AGENDA

The agenda was reviewed.

Motion 11-24-16: Paproski, that the agenda be approved as presented.
Carried.

2. MINUTES

The minutes from the October 22, 2024, Regular Meeting were reviewed.

Motion 11-24-17: Buan, that the minutes from the October 22, 2024, Regular Meeting be approved as presented.
Carried.

3. BUSINESS ARISING

None.

4. BOARD

4.1 Board Chairperson Report

Chair Flory attended a virtual meet and greet with the new Minister of Advanced Education, Ken Cheveldayoff, on November 18, 2024.

Chair Flory attended a lunch with the Aspen Power Plant Site Contractor and Project Manager. The Project Manager indicated interest in fundraising initiatives. Chair Flory to forward contact information to CEO Yeager for potential support with Carlton Trail College's Trades Facility expansion fundraising campaign.

Chair Flory indicated she may only be available to attend the January meeting virtually.

4.2 Board Items

None.

5. COMMITTEE REPORTS

5.1 Governance and Human Resources Committee

5.1.1 October 22, 2024, Meeting Minutes

Received for information.

5.1.2 PD Opportunities

Committee Chair Paproski and CEO Yeager came up with three healthcare presenter options for the January 21, 2025, PD Event. Was mentioned to consider arranging with BHP for a tour and professional development opportunity.

5.1.3 Board & CEO Evaluation Planning

Letters of engagement were provided by Laura Soparlo Consulting for the Board & CEO Evaluation Planning.

Motion 11-24-18: Paproski, that the Laura Soparlo Consulting engagement letter be approved as presented.

Carried.

5.1.4 Board Work Plan Report #1

Reviewed and received for information.

Next Gov/HR Meeting – October 22, 2024

5.2 Finance/Audit/Risk (FAR) Committee

5.2.1 2024 Audit Assessment Results

The assessment results were reviewed in the FAR Committee Meeting.

Next FAR Meeting – March 4, 2025

6. PRESIDENT AND CEO REPORT

6.1 CEO Report

ERP/SIS Update: The Ministry of AE noted that the student loan system will be an oracle cloud-based system, which is currently being reviewed with a vendor.

CEO Yeager will be attending a meeting today regarding the status of the ERP/SIS system at 11 AM.

CEO Yeager left the meeting at 10:53 AM.

The meeting took a recess at 10:54 AM.

The meeting returned at 11 AM and moved on to item 7.

7. VP FINANCE REPORT

7.1 Revenue and Expense Report

Presented by the VP Finance and received for information.

7.2 Income Statement/Balance Sheet

Presented by the VP Finance and received for information.

8. OTHER

8.1 Correspondence

None.

8.2 Next Board Meeting – January 21, 2025 – Regular Meeting and PD Event (Location TBD)

8.3 Information Items

8.3.1 Volunteering Initiatives

The Board is interested in volunteering at the Humboldt Food Bank depending on details. The Executive Assistant will send an email with further information, as well as share any potential future opportunities (preferably on same day as a scheduled Board meeting).

8.3.2 Scholarship Awards Reception

Taking place on December 5, 2024, at the Humboldt Uniplex. Director Paproski (and spouse), Miller, and Gregg noted they will be in attendance, with Chair Flory bringing greetings on behalf of the Board.

8.3.3 Saskatchewan Government New Ministers Update

Received for information.

8.3.4 Community Partnership Supports Healthcare Programming

Received for information.

8.4 Roundtable

Meeting recessed for lunch at 11:23 PM.

CEO Yeager returned; the meeting resumed at 12:25 PM.

6. PRESIDENT AND CEO REPORT Continued

6.1 CEO Report

ERP/SIS Update: Licensing fees due January 1, 2025. Following the Steering Committee's decision for the project's direction, CEO Yeager will inform the Board and collaborate with the Steering Committee to develop a communication plan for staff.

Director Buan left the meeting at 1:00 PM.

The Balanced Scorecard is officially completed with plans to roll it out internally first, followed by an external launch. The Strategy Map will be shared with staff this week.

6.2 Information Items Continued

6.2.1 Director's Report

Reviewed and received for information. The 23-24 Donor Impact Infographic was also received for information.

6.2.2 Fundraising Campaign

The Trades Facility Project Timelines, Fundraising Campaign and Timeline, and LB Strategies Engagement Letter were presented by CEO Yeager and received for information.

Lindsay Brumwell of LB Strategies would like to meet with the Board in December to present the framework and roadmap of the fundraising campaign. The Board would like all members to participate on the Fundraising Campaign Committee. CEO Yeager will schedule a time on December 5, and notify the Board.

6.2.3 Christmas Discussion

Poinsettias will be purchased for each College office location (Humboldt Admin, Wynyard, Watrous, Punnychy Four Winds Learning Centre) on behalf of the Board.

Staff and Student lunches have been scheduled at our locations in which Board members are welcome to attend. Directors can notify the Executive Assistant if they choose to attend.

6.2.4 2023-2024 Annual Report Approval
Reviewed and received for information.

Motion 11-24-19: Miller, that the Board approves the 2023-2024 Annual Report as presented.
Carried.

8. OTHER Continued

8.5 In-Camera Session

8.5.1 In-Camera Session with the President and CEO

Motion 11-24-20: Paproski, that the meeting moves to an in-camera session at 1:15 PM.
Carried.

CEO left the meeting at 1:45 PM.

CEO rejoined the meeting at 2:12 PM.

Motion 11-24-21: Gregg, that the meeting moves back into regular session at 2:19 PM.
Carried.

8.6 Adjournment

Motion 11-24-22: Paproski, that the meeting adjourn at 2:20 PM.
Carried.

Chairperson

Recorder