Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in the Boardroom at PAMI, Humboldt, SK
October 22, 2024

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

GUESTS: Business & Skills Training Director, Deanna Gaetz; ABE & Student Services Director, Rachel Trann; Advancement & External Affairs Director, Jennifer Brooks; HR Director, Bailey Williams; Lunch Meet & Greet Lunch & Tour with PAMI Leadership: Paul Buczkowski, President & CEO; Bryan Lung, Director of Operations; Lisa Benallack, Human Resources & Payroll Administrator

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 8:58 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.

AGENDA

The agenda was reviewed.

Motion 10-24-10: Paproski, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the September 17, 2024, Regular Meeting was reviewed.

Motion 10-24-11: Buan, that the minutes from the September 17, 2024, Regular Meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report
Chair Flory had nothing new to report on.

Board Items
None.

COMMITTEE REPORTS

Governance and Human Resources Committee

Committee Chair Selection
Election for the new Committee Chair will take place at the Governance & HR meeting scheduled immediately after the Regular Board meeting.

PD Opportunities
President & CEO Yeager has reached out to a possible presenter in the healthcare sector to attend the January 2025 Board PD Event. The Board will review in the Governance & HR Committee Meeting.

Board Member Orientation Review, Succession Planning, and Evaluation Planning
The Board will review in the Governance & HR Committee Meeting.

CEO Evaluation Planning
The Board will review in the Governance & HR Committee Meeting.

Next Gov/HR Meeting – October 22, 2024

Finance/Audit/Risk (FAR) Committee

September 17, 2024, Meeting Minutes
Received for information.

Next FAR Meeting – November 26, 2024

PRESIDENT AND CEO REPORT

CEO Report
Carlton Trail College received Designated Learning Institute status, but recent policy changes by IRCC will have a significant impact on international student recruitment.

Information Items

Program Update
Reviewed and received for information.

Remembrance Day Attendance
The Board agreed to donate $100 to each of the Humboldt, Wynyard, and Nokomis Legions for Remembrance Day.

The Executive Assistant will update the Board on upcoming service dates for members to determine if they are able to attend and lay a wreath on behalf of the College.

Christmas Discussion
The Board agreed that in lieu of a Board Christmas lunch and gift, they will donate these funds to the local food banks.

The Board had interest in volunteering at a local food bank in addition to a $100 donation to each of the Humboldt, Wynyard, Watrous, Wadena, and Lanigan food banks that are in our region.

Balanced Scorecard 23-24 Final and 24-25 Report #1
Received for information.

ERM 23-24 Final and 24-25 Report #1
Received for information. The ERM 24-25 Report #1, along with Report #2, will be reported on in January 2025.

OOS Salary Review
Review and discussion of out-of-scope salary comparisons within the Carlton Trail College region.

The meeting recessed at 10:11 AM for a break.

The meeting resumed at 10:19 AM.

Fundraising Campaign
A discussion took place regarding a potential fundraising campaign for the Trades Facility Expansion Project.

BHP has indicated its verbal commitment to fund the Trades Facility Expansion project, and Saskatchewan's Ministry of Advanced Education has included funding for this project in its 2025/26 capital budget plan. The College is awaiting final confirmation of these funds to develop a clear strategy for engaging potential contributors in the campaign. Proceeding without securing these funds could present a risk to the College."

The SK provincial budget is scheduled for release at end of March 2025, at which time the College will be able to confirm its resourcing requirements.

The Board will discuss the draft motion in camera.

Guests Deanna Gaetz, Rachel Trann, Jennifer Brooks, and Bailey Williams joined the meeting at 11:20 AM.

Director's Report
Reviewed and received for information. The Directors gave a presentation to highlight the final numbers in the 23-24 Balanced Score Card.

The meeting recessed at 12:18 PM for lunch. The Board welcomed PAMI Leadership: Paul Buczkowski, President & CEO; Bryan Lung, Director of Operations; and Lisa Benallack, Human Resources & Payroll Administrator.

Carlton Trail College Directors and PAMI Leadership departed, and the meeting resumed at 1:05 PM.

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 and received for information.

OTHER

Correspondence
None.

Next Board Meeting – November 26, 2024

Information Items
Scholarship Awards Reception to take place on December 5, 2024, at the Humboldt Uniplex. More details will be forthcoming.

The news release from Sask Colleges was received for information.

Roundtable
President & CEO Yeager held a discussion with representatives from HZSD regarding the access doors connecting the Humboldt Admin Facility and Humboldt Collegiate Institute (HCI). Currently, these doors cannot be locked from HCI, allowing open access to the Humboldt Admin Facility. Although there have been no significant incidents to date, the College aims to mitigate potential risks by engaging in discussions to explore alternative options.

In-Camera Session with the President and CEO

Motion 10-24-12: Gregg, that the meeting moves into an in-camera session at 1:54 PM.
Carried.

CEO left the meeting at 2:11 PM.

Motion 10-24-13: Buan, that the meeting moves back into regular session at 2:42 PM.
Carried.

Fundraising Campaign Motion

Motion 10-24-14: Buan, that the Board of Directors of Carlton Trail College approve the initiation of a fundraising campaign to support the Trades Facility Expansion Project.
Carried.

Adjournment

Motion 10-24-15: Miller, that the meeting adjourn at 2:44 PM.
Carried.

Chairperson

Recorder