

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in Carlton Trail College South Office, 231 Main Street, Humboldt, SK
January 21, 2025**

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

REGRETS: Chairperson, Sandy Flory

TO ORDER: The Vice-Chairperson called the meeting to order at 12:52 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.

6. PRESIDENT AND CEO REPORT

6.1 Technical and Trades Facility

Regrets: Guest Lindsay Brumwell

Jennifer Brooks joined the meeting at 12:52 PM.

The Fundraising Plan from LB Strategies was reviewed and received for information. A Donor Champion has been identified to support the Board and the College in the fundraising campaign. With the support of LB Strategies, the Board will build a potential donor listing to be completed by end of February/beginning of March 2025.

Jennifer Brooks left the meeting at 1:48 PM.

1. AGENDA

The agenda was reviewed.

Motion 01-25-23: Paproski, that the agenda be approved as presented.
Carried.

2. MINUTES

The minutes from the November 26, 2024, Regular Meeting were reviewed. It was noted to include Director Buan’s departure from the meeting at 1:00 PM (in CEO Report section).

Motion 01-25-24: Gregg, that the minutes from the November 26, 2024, Regular Meeting be approved as amended.
Carried.

The minutes from the December 5, 2024, Special Meeting were reviewed. It was noted that President & CEO, Yeager was missed from the Participating list and to be added.

Motion 01-25-25: Buan, that the minutes from the December 5, 2024, Special Meeting be approved as amended.
Carried.

3. BUSINESS ARISING

None.

4. BOARD

4.1 Board Chairperson Report

Chair Flory; Directors Miller, Buan, Paproski; and CEO Yeager attended the SEDA Webinar “Post-Election Strategies: Engaging with Government Officials at Any Level” on January 15, 2025.

4.2 Board Items

Discussion regarding Regional College representation for the Sask Polytechnic Board. Director Paproski expressed interest in putting his name forward. Recommendations must be submitted to the Ministry by end of February. Regional College Board Chairs will collectively decide on the representative to be put forward.

5. COMMITTEE REPORTS

5.1 Governance and Human Resources Committee

Committee Chair Paproski gave a reminder to the upcoming Board and CEO Evaluations in April.

Directors were encouraged to continue looking for professional development opportunities and to stay alert to potential phishing attacks.

Directors have continued to reach out to individuals as potential Board candidates, with a focus on identifying an Indigenous representative. Directors will follow up with individuals in our region to gauge their interest in joining the Board. CEO Yeager will follow up with the Ministry on the status of the current applicant and the renewal of appointments.

5.1.1 PD Opportunities

5.1.1.1 PD Event Agenda

Received for information. Lacey Meddins, Carlton Trail College Practical Nursing Instructor, and Derek Dagenais, Primary Care Paramedic Instructor, joined the Board prior to the Regular Board Meeting to give a presentation on the healthcare sector.

Next Gov/HR Meeting – October 22, 2024

5.2 Finance/Audit/Risk (FAR) Committee

5.2.1 November 26, 2024, Meeting Minutes

Received for information.

Next FAR Meeting – March 4, 2025

6. PRESIDENT AND CEO REPORT *Continued*

6.2 CEO Report

Presented by CEO Yeager and received for information.

6.3 Information Items

6.3.1 Director's Report

Reviewed and received for information.

6.3.2 Multi-Year Funding Accountability (Performance Framework Reporting Not Required)

Received for information. The Performance Framework Report was not required by Advanced Education at this time.

6.3.3 Balanced Scorecard 24-25 Report #2

Reviewed and received for information.

6.3.4 ERM 24-25 Report #2

Reviewed and received for information.

6.3.5 Program Update

Received for information. CEO Yeager discussed the potential to revise the Program Update to focus on the most relevant information for the Board's review, including a current snapshot of programs and their respective locations, and key updates that align with the Board's strategic priorities.

6.3.6 Authority Matrix

Received for information.

6.3.6.1 Revised Authority Matrix

Revised version reviewed and received for information. Some updates include the following:

- “A” represents lowest authority to make decision
- Updated to include Management level positions
- Updated alignment to governance and operational policies and the Collective Bargaining Agreement.

6.3.6.2 Authority Matrix Policy

Received for information. No changes to Policy.

Motion 01-25-26: Paproski, that the Board approves the revisions to Procedure 1.4 – Signing Authority Matrix as presented.

Carried.

6.3.7 CEO Workplan Status

Presented by CEO Yeager and received for information. Currently on track.

DiSC Assessment completed by SLT and Managers. Discussion included potential for Board to consider DiSC Assessment for future professional development opportunity.

6.3.8 Graduation Update

Practical Nursing Program – Watrous, February 15, 2025

Received for information. Directors asked to notify Executive Assistant if they plan to attend and bring remarks.

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.

7.3 **Corporate Credit Card Limit Increase**

VP Finance Burgess requested an increase in credit card limit to accommodate periods during the year when large purchases are made. This adjustment would eliminate the need for the Accounting Department to individually adjust credit card limits for each person to facilitate such purchases.

Motion 01-25-27: Buan, that the Board approves the Corporate Credit Card Limit to be increased from \$75,000 to \$125,000.
Carried.

7.4 Unrestricted Surplus Usage

The College is currently sitting high with unrestricted surplus at \$1,579,273, requiring the need to utilize funding. Some of the following purchases may be considered:

- IT – Server upgrades
- Vehicle replacement
- Trades Facility – furnishings, equipment, and signage
- Photocopier replacement
- Accounting software update

8. OTHER

8.1 Correspondence

Reviewed and received for information.

8.2 Next Board Meeting – March 4, 2025 (Location TBD)

CEO Yeager will be reaching out to BHP for a potential meeting location.

8.3 Information Items

Reviewed and received for information.

8.4 Roundtable

CEO Yeager is scheduled to meet with PAMI's CEO, Paul Buczkowski, for a tour of the Humboldt College facilities on February 25, 2025.

CEO Yeager attended Sylvite Four-Six recent virtual lunch and learn updates. Sylvite Four-Six is an organization with committees from various First Nations, rural municipalities, towns, villages, and the City of Humboldt, that collaboratively create and advocate for enhanced opportunities within the region, focusing on areas such as housing, infrastructure, childcare, and training to support families, workers, and businesses moving to the area.

8.5 In-Camera Session

8.5.1 In-Camera Session with the President and CEO

Motion 01-25-28: Paproski, that the meeting moves to an in-camera session at 3:26 PM.
Carried.

CEO left the meeting at 4:06 PM.

Motion 01-25-29: Gregg, that the meeting moves back into regular session at 4:20 PM.
Carried.

8.6 Adjournment

Motion 01-25-30: Paproski, that the meeting adjourn at 4:21 PM.
Carried.

Chairperson

Recorder