

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at Carlton Trail College, Classroom 152, Humboldt, SK
April 29, 2025**

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

GUESTS (Meet and Greet Lunch at Noon): Humboldt City Council Members: Mayor Rob Muench; Councillors Larry Jorgenson, Sarah McInnis, Marilyn Scott, Karen Siermachesky, Dave Rowe

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 1:30 PM.

“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 04-25-34: Paproski, that the agenda be approved as presented.
Carried.

2. MINUTES

The minutes from the March 25, 2025, Regular Meeting were reviewed.

Motion 04-25-35: Buan, that the minutes from the March 25, 2025, Regular Meeting be approved as presented.
Carried.

The minutes from the April 10, 2025, Special/Governance & HR Committee Meeting were reviewed. It was noted that the meeting name be changed to include “Governance & HR Committee” as it directly relates to that committee.

Motion 04-25-36: Dieno, that the minutes from the April 10, 2025, Special/Governance & HR Committee Meeting be approved as presented.
Carried.

3. BUSINESS ARISING

The CEO Contract template was not sent out by Chair Flory as it was deemed no longer valuable due to Southeast College’s recruitment process having ended.

4. **BOARD**

4.1 Board Chairperson Report

On April 10, 2025, Chair Flory and Directors Miller and Paproski convened a Special Governance and HR Committee meeting to conduct an interview with a candidate for the Board.

4.2 Board Items

In recent years, Board meeting materials have also been shared with the senior leadership team in advance of meetings. Moving forward, feedback will be gathered from other institutions to help inform best practices.

4.2.1 Draft 2025-2026 Continuous Agenda Review

CEO Yeager presented the 2025-2026 Continuous Agenda. The Board agreed that 9 AM start time for Board Meetings remains appropriate.

The Board decided to move the FAR Meeting on March 3, to take place the same day as the Regular Meeting on March 24. A Special Board Meeting is an option when necessary.

The Board agreed it was beneficial to continue meeting with the SLT Directors twice a year.

It was noted that not all Colleges issue a bank services tender every four years. Changing financial institutions can require substantial effort and coordination. CEO Yeager will confirm current practices and advise if any changes to the bank tender process are recommended.

5. **COMMITTEE REPORTS**

5.1 Governance and Human Resources Committee

5.1.1 President & CEO and Board Evaluation Summary of Responses Review

The completed responses from the President & CEO Evaluation were reviewed at the Governance & HR Committee meeting.

5.1.2 PD Opportunities

5.1.2.1 Saskatchewan Healthcare Sector Presentation PD Event Feedback

The Board agreed that the information shared was very beneficial

5.1.2.2 DiSC Assessment – Board Interest Survey Results

The Board is interested in the DiSC Assessment as a potential upcoming PD opportunity.

5.1.2.3 Melissa Dieno Orientation – May 8, 2025, 2-4 PM (via Zoom)

5.1.3 Board Recruitment Update

Motion 04-25-37: Paproski, that Carlton Trail College Board of Directors submit the suitable candidate to the Minister for consideration of appointment.

Carried.

Next Gov/HR Meeting – April 29, 2025

5.2 Finance/Audit/Risk (FAR) Committee

5.2.1 Pre-Audit Meeting in May – Planning and Questions

KPMG will be joining via Zoom at the May Board Meeting from 1-2 PM. Executive Assistant to confirm with Diana and Alex whether they will be available to join in-person.

Next FAR Meeting – May 27, 2025

6. PRESIDENT AND CEO

6.1 Draft Multi-Year Business Plan 2025-2026

The President & CEO presented the Draft Multi-Year Business Plan and highlighted the following:

- Business Plan Page 27: Graph added to display Funding vs. Expenses. CEO Yeager has an opportunity to present financial impacts to the Ministry of AE late-May or early-June. Yeager will advise the Board if their attendance is requested.
- Correction noted on Page 32 of Business Plan (cost in right hand corner is incorrect [\$8,8186,860]). While reserve funds will be utilized to cover the associated expenses, there is significant concern about the continued drawdown of reserves and its potential impact on long-term financial sustainability.

Motion 04-25-38: Paproski, that the Carlton Trail College Board approves the 2025-2026 Multi-Year Business Plan as presented.
Carried.

6.2 CEO Report

Presented by CEO Yeager and received for information.

CEO Yeager and the SLT attended CIGan 2025 Leaders Summit Virtual Day on April 23, 2025. Information was very beneficial.

6.3 Information Items

Reviewed and received for information.

6.3.1 Director's Report

Reviewed and received for information.

6.3.2 Multi-Year Funding MOU Signed

Received for information.

6.3.3 Technical & Trades Facility Expansion Fundraising Campaign Update

Received for information. Additional Ministry capital funding applications can be submitted in the 2025-2026 fiscal year.

The Board agreed to proceed with finalizing the design and costing of the proposed new building and to defer the current welding shop renovation until additional funding is secured.

6.3.4 Graduation Attendance

Humboldt: Chair Flory will attend and bring remarks. Directors Buan and Gregg plan to attend.

Punnichy: Director Paproski will attend and bring remarks. Chair Flory and Director Buan plan to attend.

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** – May 27, 2025 – Carlton Trail College, Regular (with Directors) and FAR Committee Meeting.

8.3 Information Items

8.3.1 Horizon School Division Lease Renewal Expires December 31, 2025

The VP Finance will meet with Sarah Redding on Monday for initial discussions, with the goal of finalizing a 5-year extension by end of June. No increase in expenses is anticipated.

8.3.2 Media Release: 2025 BHP Jansen Scholarship Program Now Accepting Applications

8.3.3 Correspondence fr. Deputy Minister Michaud re: LG Post-Secondary Teaching Award

8.3.4 Past/Upcoming Event Attendance

Received for information.

8.4 Roundtable Discussion

Director Buan was recruited to the North East Housing Co-op Committee.

8.5 In-Camera Session

8.5.1 In-Camera Session with the President and CEO

Motion 04-25-39: Paproski, that the meeting moves to an in-camera session at 4:24 PM.
Carried.

CEO left the meeting at 4:45 PM.

Motion 04-25-40: Buan, that the meeting moves back into regular session at 5:37 PM.
Carried.

9.6 Adjournment

Motion 04-25-41: Dieno, that the meeting adjourn at 5:38 PM.
Carried.

Chairperson

Recorder