

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at Carlton Trail College, Classroom 152, Humboldt, SK  
October 21, 2025**

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

**GUESTS:** (Director's Report) Business & Skills Training Director, Deanna Gaetz; ABE & Student Services Director, Rachel Trann; Advancement & External Affairs Director, Jennifer Brooks; HR Director, Bailey Williams

**REGRETS:** None

**TO ORDER:** The Chairperson called the meeting to order at 9:03 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 10-25-23:** Paproski, that the agenda be approved as presented.  
Carried.

**2. MINUTES**

The minutes from the September 23, 2025, Regular Meeting were reviewed.

**Motion 10-25-24:** Dieno, that the minutes from the September 23, 2025, Regular Meeting be approved as presented.  
Carried.

**3. BUSINESS ARISING**

None

**4. BOARD**

**4.1 Board Chairperson Report**

Chair Flory welcomed Bryan McNabb, to the Carlton Trail College Board of Directors.

Chair Flory will be attending the First Session of the Thirtieth Legislative Assembly of Saskatchewan Throne Speech on Wednesday, October 22, 2025.

## **4.2 Board Items**

### **4.2.1 Multi-Year Funding Agreement**

Chair Flory shared with the Board that a draft of the *Saskatchewan Post-Secondary Education Multi-Year Operating Funding Memorandum of Understanding (MOU) 2026-27 to 2029-30*, was received.

Chair Flory will be attending the announcement of the new multi-year funding agreement in Regina on November 3, 2025. The new agreement will begin April 1, 2026, and remain in place for four years.

### **4.2.2 Regional College Board Supper**

Reviewed details for information.

## **5. COMMITTEE REPORTS**

### **5.1 Governance and Human Resources Committee**

#### **5.1.1 Committee Chair Selection**

Election will take place at the Governance & HR meeting scheduled immediately after the Regular Board Meeting.

#### **5.1.2 PD Opportunities**

Scheduled for Board PD Event on January 20, 2026, is Pam Schwann (Sask Mining Association) and Brett Elmgren, who will facilitate a session on the DiSC Profile. The DiSC assessment will be distributed to the Board in December for completion with follow-up discussion to take place at the January PD event.

#### **5.1.3 Board Orientation Review**

To be reviewed in the Governance & HR Committee Meeting.

#### **5.1.4 Board Member Succession Planning**

To be reviewed in the Governance & HR Committee Meeting. Roundtable was held to introduce meeting attendees to new Board appointment, Director McNabb.

#### **5.1.5 Board and CEO Evaluation Planning**

Laura Soparlo, Soparlo Consulting, has agreed to conduct the evaluations. The Executive Assistant will request the Terms of Engagement from Laura for the upcoming evaluations.

**Next Gov/HR Meeting – October 21, 2025**

### **5.2 Finance/Audit/Risk (FAR) Committee**

Director Miller indicated that there will need to be discussion regarding the upcoming tender for Auditing Services.

#### **5.2.1 September 23, 2025, FAR Meeting Minutes**

Received for information.

**Next FAR Meeting – November 25, 2025**

## **6. PRESIDENT AND CEO**

### **6.1 CEO Report**

Presented by CEO Yeager and received for information.

#### **6.1.1 Student Information System Project Approval**

An agreement was previously signed for a combined ERP with SIS. The ERP contract was terminated December 2024.

The Ministry provided the *Student Information System Project Approval* for Board review and consideration with a deadline of October 23, 2025. The Board reviewed the information and engaged in discussion, highlighting several concerns, including the financial risks associated with proceeding with the project.

**Motion 10-25-24:** Gregg, whereas the Carlton Trail College Board of Directors acknowledges the high risk associated with the ongoing funding commitment, and whereas there are constraints on the approval timeline, the Board approves a revised 5-year contract with Thesis America, Inc. for the implementation of a new Student Information System (SIS).  
Carried.

### **6.2 Information Items**

#### **6.2.1 Program Update**

Reviewed and received for information. Due to current reporting limitations, enrollment numbers could not be retrieved for our current programs.

#### **6.2.2 Section 5 Academic: Policies & Procedures**

Reviewed and received for information. Staff were given the opportunity to provide feedback prior to finalizing and uploading Section 5 to the College website.

#### **6.2.3 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 provide the Board with upcoming service dates with the option to attend and lay a wreath on behalf of the College, once available.

#### **6.2.4 Christmas Discussion**

The Board agreed that in lieu of a Board Christmas lunch and gift, that the funds be donations to the local food banks within our region (\$100 each; Humboldt, Watrous, Wynyard, Wadena, and Lanigan).

#### **6.2.5 Balanced Scorecard 24-25 Final and 25-26 Report #1**

Received for information.

#### **6.2.6 ERM 24-25 Final and 25-26 Report #1**

Received for information.

6.2.6.1 ERM Training

To be reviewed in-depth after lunch.

6.2.7 Trades Facility Update

Summary of events shared to inform Director McNabb of the current status.

*The meeting recessed at 11:06 AM for a break.*

*Guests Deanna Gaetz, Rachel Trann, Jennifer Brooks, and Bailey Williams joined the meeting at 11:13 AM.*

6.2.8 Director's Report

Presented by the Directors and received for information.

*The meeting recessed at 12:02 PM for lunch.*

*Carlton Trail College Directors departed, and the meeting resumed at 1:00 PM.*

6.2.6.1 ERM Training Continued

CEO Yeager reviewed the ERM spreadsheet to provide the Board with context on how the inherent and residual risk scores were determined.

**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.

The VP Finance provided the Board with auditor options that included cost comparisons. The VP Finance will be posting the Request for Tender on the College website on October 22, 2025, and narrow down to the top 2-3 recommendations that will be presented at the November 25, 2025, FAR Committee Meeting. An additional meeting is expected to be held in early December to finalize auditor selection.

**8. OTHER**

**8.1 Correspondence**

Carlton Trail College received 4 tickets to the upcoming SATCC Apprenticeship Celebration Dinner/25<sup>th</sup> Anniversary event on November 7, 2025, for sponsoring this event. Director McNabb noted that he will attend.

**8.2 Next Board Meeting**

November 25, 2025 – Regular & FAR Committee Meeting (9 AM; Humboldt)

**8.3 Information Items**

8.3.1 Media Release: Carlton Trail and Futuristic Ind. Launch 5-Year Student Scholarship  
Received for information.

8.3.2 Media Release: 53 BHP Scholarships Awarded to Post-Secondary Students  
Received for information.

8.3.3 Student Awards Event Invitation (November 27, 2025)

The Board is to notify the Executive Assistant if they plan to attend. Chair Flory noted that she will attend and bring remarks on behalf of the Board.

#### **8.4 Roundtable Discussion**

8.4.1 Community Issues

President & CEO Yeager attended the Bison Harvest on October 8, 2025, at the Touchwood Medicine Ranch on George Gordon First Nation.

#### **8.5 In-Camera Session**

8.5.1 In-Camera Session with the President and CEO

**Motion 10-25-25:** Paproski, that the meeting moves to an in-camera session at 2:00 PM.  
Carried.

*CEO left the meeting at 2:19 PM.*

8.5.2 In-Camera Session without the President and CEO

**Motion 10-25-26:** Miller, that the meeting moves back into regular session at 2:29 PM.  
Carried.

#### **8.6 Adjournment**

**Motion 10-25-27:** Buan, that the meeting adjourn at 2:32 PM.  
Carried.

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Chairperson

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Recorder