

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at Carlton Trail College, Classroom 152, Humboldt, SK  
March 24, 2026**

**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)

**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.*

**1. Laura Soparlo, Soparlo Consulting**

*Laura Soparlo joined the meeting via Zoom at 9:00 AM.*

**1.1 President & CEO Evaluation Review**

Soparlo reviewed the President & CEO Evaluation Survey questions with the Board. This survey will be completed by the CEO (self), Board of Directors, with the Executive Team completing a 360 evaluation.

**1.2 Board Evaluation Review**

Soparlo reviewed the Board Effectiveness Survey questions with the Board. It was noted for Board members to keep a copy of their responses to reference during review in case clarification is required. Soparlo will also include last year’s results for reference.

The evaluation timeline was noted as follows:

1. Surveys will be sent to the Executive Assistant by Monday, March 30, and forwarded on to the Board. (CEO Evaluation will have separate links for Board and CEO to complete).
2. Evaluations are to be completed by Monday, April 13.
3. Soparlo will complete the raw summaries and send to the Executive Assistant.
4. Soparlo will join the April 28, Governance/HR Committee Meeting to discuss the raw survey ratings and comments for the CEO and Board Effectiveness surveys before finalizing.
5. The final summary will be sent to the Board and CEO for review.

*Laura Soparlo left the meeting at 9:59 AM.*

*The Board took a recess at 10:00 AM and then moved into the FAR Committee Meeting.*

*The Regular Meeting resumed at 12:28 PM.*

**2. AGENDA**

The agenda was reviewed.

**Motion 03-26-59:** Paproski, that the agenda be approved as presented.  
Carried.

**3. MINUTES**

The minutes from the January 20, 2026, Regular Meeting were reviewed. It was noted to correct Director Buan's attendance to in-person.

**Motion 03-26-60:** Dieno, that the minutes from the January 20, 2026, Regular Meeting be approved as amended.  
Carried.

**4. BUSINESS ARISING**

None.

**5. BOARD**

**5.1 Board Chairperson Report**

Chair Flory, along with other Carlton Trail Board Members, attended a virtual meeting with the Regional College Board Members on February 3.

Director Paproski attended the embargoed pre-budget briefing regarding the Provincial Budget address, and the Regional College Board Member meeting with Director Miller, on March 18. Director Miller noted that attendance to these meetings is available to any board members, not just Board Chair's. Minutes from this meeting are yet to be provided. The group will be meeting virtually after April 30.

**Motion 03-26-61:** Buan, that the Carlton Trail College Board of Directors supports the formation of and participation in the Regional College Council.  
Carried.

Chair Flory will notify the Regional College Board Chairs of the above motion.

**5.2 Board Items**

The 2026-2027 budget letter was received on March 18, 2026.

**6. COMMITTEE REPORTS**

**6.1 Governance and Human Resources Committee**

**6.1.1 PD Opportunities**

Nothing new to report.

6.1.2 Board Work Plan Update #2  
Reviewed and received for information.

6.1.3 Skills Matrix March 2026 Update  
Reviewed and received for information.

**Next Gov/HR Meeting** – April 28, 2026

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

**Next FAR Meeting** – May 19, 2026

## **7. PRESIDENT AND CEO**

### **7.1 Draft Multi-Year Business Plan 2026-2027**

The President & CEO and VP Finance presented the draft MYBP and highlighted the following:

- 50% reduction in English Language Training.
- Modernization of information technology through upgrades to both the Financial System and the Student Information System (SIS). Currently reviewing the internal phone system with a view to transitioning to an online platform.
- Standardizing alarm system across all College facilities.
- Programming:
  - Select Early Childhood Education (ECE) and Continuing Care Assistant (CCA) programs will transition to a hybrid delivery model, combining in-person and online instruction. Adult Basic Education will transition to online delivery for select programs and a reduced schedule to better align with available resources.

The final Multi-Year Business Plan (MYBP) will be presented to the Board for approval at the April 28, 2026, Regular Board meeting. The MYBP is due April 27, but CEO Yeager will request extension from Ministry, as Final Board Review is taking place on April 28.

### **7.2 CEO Report**

Presented by CEO Yeager and received for information.

### **7.3 Information Items**

7.3.1 Director's Report  
Reviewed and received for information.

7.3.2 Saskatchewan Chamber of Commerce Political Forum – May 7, 2026, Regina  
Received for information. Directors that would like to attend are to notify the Executive Assistant for registration.

7.3.3 Academic Calendar 2026-2027  
Received for information.

7.3.3.1 Board & Staff Appreciation Event – Thursday, June 4, 2026, Watrous

The event will be taking place at the Manitou Beach Golf Club. An invitation with details will be sent out closer to the date.

7.3.4 Graduation Update

Invitations with details will be sent out closer to the dates. The invites will be extended to our MLAs and Deputy Minister Michaud, as she indicated interest in attending.

7.3.4.1 Punnichy

To take place on Wednesday, May 27, 2026

7.3.4.2 Humboldt

To take place on Thursday, May 28, 2026

7.3.5 CiCan's Connection Conference April 21-23, 2026 – Bookings Complete

All Board and staff attending have received their flight, hotel, and registration information.

7.3.6 Humboldt Facility Update

Rempel Engineering has been hired to complete drawings, with the first set of drawings completed and reviewed on March 11. An internal Project Manager has been hired to assist with the project. Facility announcement tentatively scheduled to take place on May 8, 2026.

## 8. VP FINANCE REPORT

### 8.1 **Revenue and Expense Report**

Presented by the VP Finance and received for information.

### 8.2 **Income Statement/Balance Sheet**

Presented by the VP Finance and received for information.

## 9. OTHER

### 9.1 **Correspondence** – The following correspondence was received for information:

9.1.1 From Lindell Veitch, Ministry of AE re: SIS Project Payment

9.1.2 From DM Michaud, Ministry of AE re: Call for 27-28 Capital Submissions

9.1.3 From DM Michaud, Ministry of AE re: MYF Accountability Plan

9.1.4 From Sarah Collins, Ministry of ICT re: Skills Training Allocation and Essential Skills Reserve

### 9.2 **Next Board Meeting**

April 28, 2026 – Regular & GOV/HR Committee Meeting (9 AM; Humboldt)

### 9.3 **Information Items** – The following information items were received for information:

9.3.1 Axom Leadership Inc. Invoice #350 re: Jan 2026 PD Event DiSC Workshop

9.3.2 SGL re: Business Recognition Assessment Effective May 1, 2026

#### **9.4 Roundtable Discussion**

##### **9.4.1 Community Issues**

Director Buan attended events by the Indigenous Manufacturing Network, Saskatchewan Aerospace and Defence, and the Igniting Potential: Saskatchewan Youth Employment Summit.

Director McNabb shared that George Gordon First Nation will be working with Bell Canada on the construction of the AI data centre near Regina.

#### **9.5 In-Camera Session**

##### **9.5.1 In-Camera Session with the President and CEO**

**Motion 03-26-62:** Gregg, that the meeting moves to an in-camera session at 2:45 PM.  
Carried.

*CEO left the meeting at 3:11 PM.*

##### **9.5.2 In-Camera Session without the President and CEO**

**Motion 03-26-63:** Dieno, that the meeting moves back into regular session at 3:22 PM.  
Carried.

#### **9.6 Adjournment**

**Motion 03-26-64:** Buan, that the meeting adjourn at 3:22 PM.  
Carried.

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Chairperson

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Recorder