



**Commission Board of Directors
June 19, 2019
10:00 AM – 3:30 PM
2nd Floor Boardroom
2140 Hamilton Street, REGINA, SK**

Meeting Number 2018-2019-05

Members Present:

Drew Tiefenbach (Chair)	Jeff Sweet (Vice Chair)
Jesse Tiefenbach	Jessica Baldwin
Wayne Stadnyk	Ian Knibbs
Aaron Laughlin (Conference Call)	Brian Marshall
Darcy Smycniuk	Karen Zunti
Bryan Leier	Brett Vandale
Dion Malakoff (Conference Call)	Wayne Worrall
Tammy Bloor	Brent Dubray
Ryan Cunningham	

Regrets:

Maria Chow	Leonard Manitoken
Mike Berkes	

Guests:

David Brown and Dr. Debra Brown, Governance Solutions

Staff:

Jeff Ritter (part)	Loreena Spilsted (part)
Shaun Augustin (part)	Chelsea Coupal (part)
Sherry Morcom – Recorder (part)	Anna Robinson (part)
Dean Frey (part)	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
1. Adoption of the Agenda	Motion #2018-2019-05-01 There was consensus to approve the agenda as presented. Professional Development was added to the Agenda under Other Business
2. Minutes of April 3, 2019 and Business Arising	Motion #2018-2019-05-02 There was consensus to accept the Minutes of April 3, 2019 as presented.
3. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. • The Appeals Committee is preparing for potential appeals concerning the electrical exam compromise at Saskatchewan Polytechnic (SaskPoly). The Commission Board will need to strike its ad hoc Appeals Committee for any appeals requested. • Three possible courses of action in hearing the appeals and the composition of the committee members have been identified below: <ol style="list-style-type: none"> 1. Any member with potential conflict of interest recuse themselves from all appeals concerning the electrical exam compromise; 2. Any member with potential conflict of interest recuse themselves only from appeals in which there is or has been an employment or personal relationship with the appellants; or 3. Any member with potential conflict of interest do not recuse themselves from any of the appeals. • The recommendation from the Governance Committee is to proceed with the second option in which Board members only recuse themselves from appeals in cases where there has been an employment or personal relationship with the appellants. • There are 12 Board of Directors' terms that will be ending on March 30, 2020. These include: 	Motion #2018-2019-05-03 There was consensus to accept the Chair Report as presented.

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<ul style="list-style-type: none"> • Karen Zunti (Industry Employees – Agriculture, Tourism and Service Sector); • Jesse Tiefenbach (Industry Employers – Agriculture, Tourism and Service Sector); • Jeff Sweet (Industry Employees – Construction Sector); • Wayne Worrall (Industry Employees – Construction Sector); • Mike Berkes (Industry Employers – Construction Sector); • Ian Knibbs (Industry Employers – Construction Sector); • Drew Tiefenbach (Industry Employers – Construction Sector and Saskatchewan Polytechnic); • Ryan Cunningham (Industry Employees – Motive Repair Sector); • Bryan Leier (Industry Employers – Motive Repair Sector); • Aaron Laughlin (Industry Employees – Production and Maintenance Sector); • Brian Marshall (Industry Employers – Production and Maintenance Sector); and • Maria Chow (Ministry of Education). • The majority of the SATCC Board members are industry representatives, divided equally between industry sector employers (ER) and employees (EE). Each industry sector representative is nominated by industry organizations designated in the Regulations. • Designated employee and employer organizations will be advised that an industry nominee is required for the SATCC Board. If and current Board Member is interested in continuing on as a Director on the SATCC Board, they should contact their industry organization. 	
<p>4. CEO Report</p> <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • Loreena Spilsted, the Chief Operating Officer (COO), has resigned from her position with the SATCC to pursue an exciting opportunity in industry. Loreena has been with the Commission 	<p>Motion #2018-2019-05-04</p> <p>There was consensus to accept the CEO Report as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>for 17 years. She is attending her final Board meeting today to provide an update on the exam compromise.</p> <ul style="list-style-type: none"> • Dean Frey, Acting Director of Program Development, will be taking on the role as Acting COO in the absence of Loreena Spilsted. Interviews for the position have been concluded. • On April 10th, 2019, the COO and the CEO attended the Committee for Bill 136 <i>The Apprenticeship and Trade Certification Act, 1999</i>, along with the Minister and the Deputy Minister for the Ministry of Immigration and Career Training. The amendments were well received and The Act has now passed Third Reading and Royal Assent. • The 25th Skills Canada National Competition was held in Halifax, Nova Scotia on May 28th and 29th. Loreena Spilsted and Shaun Augustin both attended the Competition as members of the Saskatchewan Skills Canada Board of Directors. • Loreena Spilsted attended the Canadian Council of Directors of Apprenticeship (CCDA) meeting on May 31, 2019 in Halifax, Nova Scotia. Directors discussed the Mobility Protocol and identified an ongoing need to increase awareness around labour mobility. • There are three federally funded grants available to apprentices: <ul style="list-style-type: none"> ○ The Apprenticeship Incentive Grant (AIG) offers \$1,000 per level/per year, to a maximum of \$2,000. ○ The Apprenticeship Completion Grant (ACG) offers \$2,000 to those who have both finished their training and achieved journeyperson status in a Red Seal trade. ○ The Apprenticeship Incentive Grant for Women (AIG-W) offers \$3,000 per year/level, to support women in Red Seal trades where women are underrepresented, up to a maximum of \$6,000. • Obstacles for approval grants was incomplete applications, or ineligibility. Some colleges apply on behalf of students so the information is incorrect. 	

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<ul style="list-style-type: none"> Loreena Spilsted was thanked by the Chair for her contributions to SATCC over the last 17 years and congratulated on her future accomplishments. 	
Decision Items	
<p>5. 2019 Board Evaluation Report</p> <ul style="list-style-type: none"> David Brown reported that the Board Evaluation Report was complete. Fifteen Board members evaluated how well SATCC’s Board is currently doing in each area of expectation. Highlights from the report include: <ul style="list-style-type: none"> There was an evaluation on 6 governance principles. SATCC has improved from 3.88 to 4.14 from the previous survey. There were only 8 board members who participated in both the 2017 and 2019 evaluation survey. 17 of the 28 questions have a three-point range, which is an indicator that there is a need for improvement in that area. Board Strengths in effectiveness include, engage with management in a respectful and constructive manner, recruit and have the right CEO Five levels of Direction and Control are: strategy, performance and risk, people, policy, allocation of resources. Performance and risk could be improved by continuing to have a meeting dedicated to just Strategic and Risk Planning An addition was to have more reporting on the risks, which is something that will be developed in the future. Recommendations are: <ul style="list-style-type: none"> Onboarding of newer board members, but also to current board members. Board discussion should include open ended questions. Professional Development – based on a needs assessment. 	<p>Motion #2018-2019-05-05</p> <p>There was consensus to accept the 2019 Board Evaluation Report as presented.</p>

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<ul style="list-style-type: none"> • Post Mortem, conduct a brief but comprehensive post mortem on the academic misconduct to make sure that all relevant learnings and changes are understood and implemented. • SATCC does have an Onboarding presentation. It is available in the Aprio Library in Resources. 	
<p>6. 2019-20 SATCC Business Plan</p> <ul style="list-style-type: none"> • The Audit and Finance Committee met on June 14, 2019 and support the Business Plan. • The 2019-20 Business Plan has been drafted based on the revised 2017-22 Strategic Plan. The 2019-20 Business Plan has the: <ul style="list-style-type: none"> • Revised language for the mandate; • A description of the 2017-22 Strategic Plan and the activities used to develop it; • The risk analysis completed by the Board in preparation of the new strategic plan; • Revised language for the new strategies and action being proposed to achieve the strategic goals plan; and • A revised 2019-20 Budget. • Management has revised the 2019-20 Business Plan based on the Board’s feedback from April 3, 2019. The revisions can be summarized as follows: <ul style="list-style-type: none"> ○ There were some modest language edits throughout the document; ○ The Balanced Scorecard targets were developed; and ○ Adjusting some of the revenue and expense line items in the 2019-20 Budget. <ul style="list-style-type: none"> ○ The adjustments caused the deficits to increase from \$285K presented in the preliminary budget in April 2019 to a deficit of approximately \$472K in the final 2019-20 Budget. The bulk of the difference is related to the timing of payments from ESDC for the SYA pilot program (i.e. approximately \$140K in funding that was 	<p>Motion #2018-2019-05-06</p> <p>There was consensus to approve the 2019-20 SATCC Business Plan as presented. Next steps are to forward to Minister Harrison for approval. Once received and approved it will be sent to the Board of Directors through Aprio for a Consent Resolution.</p>

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<p>expected to be received in 2019-20 was sent from ESDC in 2018-19).</p> <ul style="list-style-type: none"> • Further discussion included: <ul style="list-style-type: none"> ○ AMS has the capability to do online exams adding internal audit capacity. ○ Virtual learning pilot offers additional supports to apprentices. ○ Minority participation has increased. ○ Implementing a change management plan early can lead to issues if there is a delay in the implementation. ○ Program Integrity Strategy will not be internal to the Commission. It will include all of SATCCs training providers. ○ Mitigation strategy – reduce the size of the AMS staff, by 2.5FTE and a consultant 	
<p>The Commission Board of Directors meeting broke for lunch.</p>	
<p>7. SYA Designated Asset</p> <ul style="list-style-type: none"> • The SATCC received \$896K from Employment and Social Development Canada (ESDC) to partially fund a temporary expansion of the Sask. Youth Apprenticeship (SYA) program. The SYA expansion pilot program activities were planned to run in 2018-19 and 2019-20. • Management anticipates an excess of fund of approximately \$274K in 2018-19. These funds will be required to complete the project’s scheduled activities in 2019-20. • The F2 policy provides the board the ability to set aside (designate) funding for special purposes, such as the SYA Expansion Pilot Program, from general operations (please see the first attachment • The SYA Expansion Pilot Program Fund will be distinct from the SYA Scholarship Restricted Fund as they are two separate activities. • Unless there is additional Federal Funding, this will wind down by next year. 	<p>Motion #2018-2019-05-07</p> <p>There was consensus to approve the recommendation to designate \$274K for the SYA Expansion Pilot Project.</p>

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<ul style="list-style-type: none"> Audit and Finance committee have reviewed and support this. 	
<p>8. 20109-20 CEO Short Term Incentive Measures and Weightings plus in-camera</p> <ul style="list-style-type: none"> The CEO evaluation process is required on an annual basis. The evaluation period is for the past year, 2018-19 and based on the results of the 2018-19 Business Plan, Balanced Scorecard and agreed upon CEO Short Term Incentives measures and targets (approved by the HR Committee on November 10, 2017). Individual Performance Category was re-weighted. Targets for these measures were set through the Business Plan, other than Sick Leave Usage, and Training Development 	<p>Motion #2018-2019-05-08</p> <p>There was consensus to approve the following process and timelines for conducting the 2018-19 CEO performance evaluation.</p> <ol style="list-style-type: none"> Led by the HR Committee and supported by an external consultant (David Brown, Governance Solutions) with final reporting and approval to the Board of Directors. The process will be conducted during July-August 2019 with final reporting going to the HR Committee in late August 2019 and the Board of Directors at its September 2019 meeting. Mr. Brown will gather input from whoever the HR Committee decides, based on: <ol style="list-style-type: none"> The current CEO position description; The SATCC strategic plan, business plan and STI measures and targets; The CEO’s annual statement of objectives, prepared by the CEO; and Board policies.
<p>9. Board Policies Review</p> <ul style="list-style-type: none"> <i>Board Policy G16 CEO Short Term Incentive (STI) Program</i> is a new board policy required due to the introduction of the CEO STI as part of the CEO’s contract. The policy sets out the roles and responsibilities of the HR Committee the Board, the CEO and the CFO in developing and maintaining the program. STIs are payable at the fiscal year end and the individual must remain employed with the organization until then. Management believed the SATCC fell under <i>The Purchasing Act, 2004</i>. Management recently learned the SATCC is not subject to this legislation. The implication is the SATCC must develop its own Commission Board policy on procurement. 	<p>Motion #2018-2019-05-09</p> <p>There was consensus to approve the recommended policies: G16 CEO Short Term Incentive Program F6 Procurement Policy</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • A procurement policy that essentially mirrors the best practices of the Government of Saskatchewan’s procurement policies and guidelines has been developed. • The higher thresholds are for the purchase of goods. 	
<p>10. 2019-20 Board Meeting Dates</p> <ul style="list-style-type: none"> • It is recommended that the Board of Directors adopt the following meeting schedule for the 2019-20 fiscal year. <ul style="list-style-type: none"> ○ Meeting 1 – At the Call of the Chair upon approval of the 2019-20 Business Plan by the Minister (usually a consent resolution in August) ○ Meeting 2 – September 25, 2019 (AGM, required prior to September 30th each year and Regular Board Meeting) ○ Meeting 3 – November 27, 2019 (Strategic Plan/Risk Tolerance and Board dinner) ○ Meeting 4 – November 28, 2019 (Regular Board Meeting) ○ Meeting 5 – January 22, 2020 (Regular Board Meeting) ○ Meeting 6 – April 1, 2020 (Regular Board Meeting) ○ Meeting 7 – June 17, 2020 (Regular Board Meeting) ○ 2019-20 Meeting 1 – September 23, 2020 (AGM, required prior to September 30th each year and Regular Board Meeting) 	<p>Motion #2018-2019-05-10</p> <p>There was consensus to approve the meeting schedule for 2019-20.</p>
Committee Reports	
Dean Frey joined the meeting	
<p>11. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> • On behalf of the Trade Board Appointments Committee, Wayne Worrall reported there was no meeting. 	There was consensus to accept the report as information.
Dean Frey left the meeting	
<p>12. Human Resource Committee</p> <ul style="list-style-type: none"> • On behalf of the Human Resource Committee, Drew Tiefenbach reported the committee met on May 21, 2019. <ul style="list-style-type: none"> a) 2018-19 CEO Evaluation Process 	There was consensus to accept the report as information.

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b) 2019-20 Committee Dates and Work plan c) Q3 18-19 CEO & CFO-COO STI Results d) Review of SATCC Human Resources and Succession Plan	
<p>13. Audit and Finance Committee</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Brett Vandale reported the committee met on June 14, 2019. • Brett Vandale and Shaun Augustin spoke to the Audit and Finance Committee items. <p>a. 2018-19 Audit Plan</p> <ul style="list-style-type: none"> • There was a verbal report. SATCC is waiting for the investigation to close before SATCC can report the quarterly loss. • Paper work will be submitted after the SATCC budget year has been wrapped up. <p>b. PSAB Update</p> <ul style="list-style-type: none"> • The Public Sector Accounting Board (PSAB) was created to serve the public interest by establishing accounting standards for the public sector. The PSAB also provides guidance for financial and other performance information reported by the public sector. • Management has reviewed the PSAB’s upcoming new and revised standards. It is not anticipated the changes will have a significant impact on the organization’s financial statements. Management plans to disclose these changes, in the preparation of the 2018-19 financial statements <p>c. 2018-19 AR Write Off</p> <ul style="list-style-type: none"> • The SATCC Board of Directors approved the F5 AR Collection and Write-Off and Cancellation Policy in 	<p>There was consensus to accept the report as information.</p>

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<p>June 2017. Under this policy, the SATCC will identify uncollectible receivables and request write-off or cancellation by the Audit and Finance Committee for amounts \$1,000 or greater and by the CEO or delegate for amounts less than \$1,000.</p> <ul style="list-style-type: none"> • The SATCC’s finance staff have been actively managing the Accounts Receivable and Collection activities throughout the 2018-19 fiscal year. As of Apr.30, 2019, the A/R balance is \$115,297. • All amounts are expected to be collected before the fiscal year end with the exception of \$125 for an apprentice exam application and subsequent \$25 NSF fee. The apprentice has received 30, 60 and 90-day collection letters. The Collections Officer has made several attempts to call the apprentice with no response. A write-off request to the CEO was submitted and approved on June 6, 2019. <p>d. Pulse Check</p> <ul style="list-style-type: none"> • The SATCC Board of Directors approved the 2017-22 Strategic Plan in April 2018. As part of that approval, the board directed that management add dashboard reporting on certain performance measures identified as Pulse Checks. • The Pulse Checks are subsets of all performance measures included in the business plan. The Board agreed these would be reported to the Board through a dashboard at each meeting and would replace the current Key Operational Indicators reporting. • The Board will use this dashboard reporting to frame their questions and discussion of performance with the CEO and management. This is meant to help the Board to achieve the recommendation in the 2017 Board Evaluation for 	

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<p>the Board to be have a more strategic and high level focus in its meeting deliberations.</p> <p>e. Performance Management Measurement – Balanced Scorecard Reporting</p> <ul style="list-style-type: none"> • The ‘Balanced Scorecard at a Glance’ is used to summarize the SATCC performance measures on a regular basis for the Senior Management Team (SMT) and SATCC Board of Directors. Through the third quarter of 2018-19, the SATCC is exceeding or achieving on 13 out of 30 measures (43.3% of the total) and progressing on another 11 measures (36.7%). One measure is not being met (3.3% of the total) while five measures (16.7%) currently have a no report status <p>f. YTD Budget to Actual</p> <ul style="list-style-type: none"> • The following is a summary of the Saskatchewan Apprenticeship and Trade Certification Commission’s (SATCC) revenues, expenditures and surplus/(deficit) for the ten-month period ending April 30, 2019. • The SATCC’s year-to-date (YTD) surplus is \$5.588M as at April 30, 2019. The actual YTD surplus is higher than the surplus of \$2.606M budgeted for in the first ten months of 2018-19. This is an increase in the budgeted surplus of \$2.981M (+114.4%). The increase in the surplus is based on two factors: <ul style="list-style-type: none"> 1. Revenues are higher-than-budgeted (+11.7%) due mainly due to unbudgeted federal funding for the SYA program from ESDC and federal/provincial funding for the AMS project. This increase in funding is partially offset by client fees being lower than budgeted; 	

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<p>2. Expenses are lower than budgeted (-2.3%). Reduced costs from course cancellations, salaries and timing of services/invoicing are offset by increased expenditures related to the investigation into the exam breach at Sask. Polytechnic and the temporary expansion of Sask. Youth Apprenticeship (SYA) program activities.</p> <p>g. Training Schedule</p> <ul style="list-style-type: none"> • The 2018-19 Budget assumed the SATCC will purchase 5,270 technical training seats. The April 2019 forecast estimates a net reduction of 174 technical training seats to 5,096 training seats. Overall, 192 seats have been officially added, while 366 seats have been officially cancelled or unused within this forecast. The final numbers for online training spaces have come in and fewer seats were used than budgeted for. Trainers do not charge the commission for unused online training spaces so those seats are deducted and expenses are less. • Training expenditures are forecasted to be \$292K less than budgeted. Tuition revenue is forecasted to decrease by \$79K. The net financial impact is forecasted to increase the 2018-19 surplus by \$213K. The Aboriginal Apprenticeship Initiatives (AAI) program funding is forecasted to be over budget by \$54K. The harmonization/innovation funding spent on developing new curriculum, online courses, etc. is currently forecast to be under budget by \$86K. <p>h. AMS Financial Forecast</p> <ul style="list-style-type: none"> • As at April 2019, the SATCC AMS project is forecasting a surplus of \$546.5K comparison to budgeted surplus of 	

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<p>\$508.3K. This is a \$38.3K (+7.5 %) increase in the budgeted surplus.</p> <ul style="list-style-type: none"> • The spending on ‘work-in-progress’ or WIP (i.e. expenditures that will be capitalized once AMS ‘goes live’) is expected to be below budget in 2018-19. WIP was budgeted at \$2.258M in 2018-19 but is now forecast to be \$1.660M this year, or 26.5 per cent below budget. The variance is due to the delay in the SATCC’s provincial implementation. <p>i. Financial Forecast</p> <ul style="list-style-type: none"> • The SATCC is forecasting a surplus, after amortization, of \$712.3K in 2018-19 in comparison to the budgeted surplus of \$436.1K. This is a \$276.2K (+63.3%) increase in the budgeted surplus. • The forecasted increase in the surplus is due to the following: • An increase in revenues of \$774.8 (+3.0%) due to: <ul style="list-style-type: none"> ○ An increase in Products and Services revenue by \$714K (+74.6%) attributed to additional federal funding received from ESDC to enhance the Sask. Youth Apprenticeship (SYA) programming as well as additional funding for the AMS project. The increased revenue is expected to be fully offset by the anticipated expense pressures in salaries, travel, and advertising and promotion; ○ An increase in Interest revenue of \$70K (+139.2%) is mostly due to higher than anticipated cash balances from AMS and SYA funding. • The increased revenues are partially offset by an increase of \$499K (+1.9%) in expenses because of: <ul style="list-style-type: none"> ○ Salaries and Personnel increasing by \$91K (+1.8%) due to filling vacancies; 	

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<ul style="list-style-type: none"> ○ Advertising, Promotion and Printing costs increased by approximately \$467K (+123.1%) due to the enhanced SYA programming; ○ Increased expenditures of \$245K (+22.7%) on Other Contractual services associated with the ongoing investigation of the exam compromise; ○ Space Rental increased by \$17K (3.2%) because of increases in lease rates; and ○ The above increases in expenses are partially offset by a reduction of approximately \$292K (-1.0%) in Program Contractual Services due to the forecasted 174 seat decrease in the number of training seats purchased in 2018-19. 	
<p>14. Governance Committee</p> <ul style="list-style-type: none"> ● On behalf of the Governance Committee, Brian Marshall reported the committee met on June 10, 2019. ● The Governance Committee approved their meeting dates and 2019-20 Work Plan. 	<p>There was consensus to accept the report for information.</p>
<p>Information Items</p>	
<p>15. Electrical Exam Compromise Update</p> <ul style="list-style-type: none"> ● This item was discussed in -camera (for external minutes) ● Buckingham Security has been working on this file since August, 2018. To date SATCC has spent approximately \$165,312.82 on a combination of investigation services and legal fees in relation to the electrical compromise. The investigation indicated there was a very high likelihood that a previous SATCC consultant and one SaskPoly instructor were involved in this compromise and the release of compromised materials. Neither of these individuals are employed by SATCC or SaskPoly any longer. 	<p>There was consensus to accept the report for information.</p>

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<ul style="list-style-type: none"> • After an additional interview, there was one more individual identified. There are now 23 apprentices. • The 23 apprentices will be receiving sanctions based on the recommendation from legal counsel. The sanctions are based on case law around academic fraud and take into consideration the individual situation for each of the 22 involved. Each individual will receive sanctions where they will be unable to work in the electrical trade for a period of time based upon their involvement in the misconduct. • Those who wrote exams that were later declared compromised will also have their Journeyperson (JP) Certificate cancelled and those who wrote and passed uncompromised exams will have their Journeyperson Certificate suspended. For those who are still apprentices, they will have their apprenticeship cancelled. • Individuals who have their JP certificates cancelled will be allowed to re-indenture or apply to challenge the certification exam following their two to six-month penalty. Individuals who have their JP certificate or apprenticeship suspended, will be able to resume working following their two to six-month penalty • Ultimately when these individuals write their exams, they will be issued new credentials if they pass. • If any of these individual's re-indenture and then come forward to identify as having a disability, they will receive the full services and/or accommodations. 	
<p>16. Steamfitter/Pipefitter Cheating Allegations</p> <ul style="list-style-type: none"> • This item was discussed in -camera (for external minutes) • On April 5, 2019, the Saskatchewan Apprenticeship and Trade Certification Commission was contacted by two apprentices alleging that an apprentice in the Level 3 Steamfitter/Pipefitter class had cheated on a gasfitting exam. • This information was immediately turned over to Buckingham Security for them to investigate the allegations. 	<p>There was consensus to accept the report for information.</p>

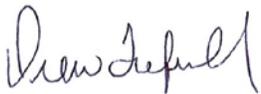
AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • All of the students, the program head, and an instructor were interviewed. The allegation was that a student was accessing information on her phone. During the interviews into the initial complaint it was brought forward that a different student was having a sexual relationship with an instructor in the program in exchange for a better mark. • The investigation found no substantial evidence that the original student accused had cheated and it is believed that the program has not been compromised. • The investigators also interviewed the other student and the instructor and confirmed they did have a sexual relationship. • They both denied that marks or training materials were ever exchanged. A representative from SaskPoly’s Human Resources department attended the interview and will determine what action to take with regards to the relationship between the instructor and the student based on their policies • There a joint communication plan with SaskPoly being developed. There is a very comprehensive Q&A in the communication plan. • There will be a news media announcement on July 3, 2019 at the Double Tree Hilton. • Jeff Ritter (SATCC CEO) and Dennis Johnson (SaskPoly VP and Provost) will be available to answer questions at the event. • The individuals concerned will not be named in the news release, but they will be published on the SATCC website. 	
<p>17. Industrial Mechanic (Millwright) Compromise</p> <ul style="list-style-type: none"> • This item was discussed in -camera (for external minutes) • On March 15th, 2019, Dennis Johnson informed SATCC that SaskPoly had been notified of a possible compromise of training materials in the Millwright program. A former student informed an instructor that exams from the Millwright program were available outside of the training program, indicating there were photographs and audio recordings of the exam content. • The following exchange of information took place: 	<p>There was consensus to accept the report for information.</p>

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<ul style="list-style-type: none"> • Dennis Johnson provided the SATCC with a briefing note on March 21st outlining the events around the reported compromise. Specific details around the name of the instructor and student reporting the incident were not included; • SATCC followed-up with SaskPoly several times requesting specific information on the instructor and student who reported the incident; • On April 5, 2019, the Chief Operating Officer sent a formal request under Section 34 of <i>The Apprenticeship and Trade Certification Act, 1999</i> for all information related to the Millwright training including any compromised materials; • On April 11, 2019, SaskPoly indicated they were putting the information into the requested format; • At a quarterly meeting between the SATCC and SaskPoly on April 17th, 2019, SaskPoly informed SATCC that a thumb drive that had been given to the instructor containing the compromised material had been destroyed. The instructor destroyed the thumb drive before SaskPoly had an opportunity to get the information off of it; and • On April 23rd, 2019, SaskPoly provided several emails and photos showing pages of exams that were apparently taken from the thumb drive prior to it being destroyed. • Upon learning of the destruction of the material on April 17th, 2019, SATCC turned the investigation over to Buckingham Security. The investigators started contacting SaskPoly to gather the material and requested the instructor's hard drive. There were some delays in obtaining the hard drive as SaskPoly had privacy concerns. The hard drive was sent to a third party IT forensics unit to search the hard drive. • SATCC should receive the forensic report some time during the 3rd week of June, 2019, and at that point the investigators will begin to schedule interviews with the Dean, the Academic Chair, the Instructor and the former Student, if the name is provided. There 	

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<p>has been conflicting information on whether the instructor knows the student's name and doesn't want to provide it or if it was an anonymous student and he does not know who it is.</p>	
<p>18. AMS – Update</p> <ul style="list-style-type: none"> • The vendor consortium building the AMS recently submitted a project change request to address project delays and budget shortfalls. A negotiating team from the provinces worked with the vendor to negotiate a maximum increase in budget and time for delivery of the core product. The negotiations resulted in a budget increase of \$2.4M for SK and a delay of approximately 26 months. A mitigation strategy has been developed to reduce the budget increase by \$504K to approximately \$1.9M. • There are also additional project costs, related to the AMS, of approximately \$1M plus an additional \$322K in additional direct operating costs (not including staff). • As a result of the additional delays and the additional costs involved, there have been 2 term employees let go as well as the Project Manager. • It was felt that the major risks are the timelines and the inability of the provinces to come to agreement on items such as the number of Business Analysts needed by the project. • The Minister did not approve the Lease request for the Chapters location. There are 2 new lease options that can be considered, but they will need to be approved by the Board as a consent resolution through Aprio. 	<p>There was consensus to accept the report for information.</p>
<p>19. SATCC Legislative and Regulatory Amendments</p> <ul style="list-style-type: none"> • <i>The Apprenticeship and Trade and Trade Certification Act, 1999</i> has achieved Third Reading and Royal Assent. The final step before the new Act can be proclaimed is for the regulations to be reviewed and updated to reflect changes to the Act. • Management is currently reviewing the regulations and working with the Ministry of Immigration and Career Training (ICT) to see if 	<p>There was consensus to accept the report for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>any changes need to be made to reflect changes to the Act. Many of the regulatory amendments will be related to instances where the regulations refer to designated trades and whether these instances would also refer to designated occupations and subtrades.</p> <ul style="list-style-type: none"> • The Apprenticeship and Trade Certification Regulations, 2003, are currently scheduled for Red Tape Review in 2019/20 (exact date TBD) and the Apprenticeship and Trade Certification Commission Regulations are currently scheduled for October, 2020. • Management has begun working with the Ministry to determine the best approach to the Red Tape Review. Considerations include: <ul style="list-style-type: none"> • Determining which sections of the regulations might be considered red tape; • Developing a consultation plan; • Considering whether or not to consult on both sets of regulations at the same time; and • Determining who should lead the consultations (Ministry or Commission). • All sections of the regulations are subject to review. The following items have been suggested by the Ministry as possible red tape items in The Apprenticeship and Trade Certification Regulations, 2003: <ul style="list-style-type: none"> • Selection of Commission Members (PART II); • Minimum rates of pay (PART VI, 32); and • Ratio of apprentices to journeypersons etc. (PART VI, 33). • Management will continue to update the Board on the Act changes, regulatory amendments, and the Red Tape Review. 	
Recurrent Information Items	
<p>20. Commission Operational Update</p> <ul style="list-style-type: none"> • This information is included and Directors are encouraged to share it with their respective stakeholders. 	<p>There was consensus to accept the report for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>21. Other Business</p> <ul style="list-style-type: none"> Professional Development – There are 2 Workshops being held in the fall at Johnson-Shoyana. They are \$400 per person. Drew Tiefenbach will attend both of the workshops. Karen Zunti attended the 2019 Supporting Women in Trades Workshop on June 17-18, 2019 and will report back on it at a future meeting. The Steam/Fitter Pipefitter Appeals Committee decision was upheld. Government of Saskatchewan has implemented a new policy for criminal record checks for Board Members. Those CRCs need to be completed by September 30, 2019. 	<p>There was consensus to approve Drew Tiefenbach to attend the Professional Development workshop through Johnson-Shoyama.</p>
<p>Jeff Ritter, Shaun Augustin, Loreena Spilsted, Chelsea Coupal, Anna Robinson and Sherry Morcom left the meeting.</p>	
<p>22. In-Camera</p>	
<p>Jeff Ritter, Shaun Augustin, Loreena Spilsted, Chelsea Coupal, Anna Robinson and Sherry Morcom rejoined the meeting.</p>	
<p>23. Next Meeting</p> <ul style="list-style-type: none"> The next Commission Board of Directors meeting will be determined at a later date. 	
<p>24. Adjournment</p>	<p>The meeting adjourned at 3:30 p.m.</p>



Commission/Committee Chairperson



Commission/Committee Vice Chairperson