



**Commission Board of Directors
January 24, 2018
10:00 AM – 2:00 PM
2nd Floor Boardroom, 2140 Hamilton Street
REGINA, SK**

Meeting Number 2017-2018-04

Members Present:

Drew Tiefenbach (Chair)	Jeff Sweet (Vice Chair)
Maria Chow, via conference call	Wayne Worrall
Mike Berkes	Brett Vandale
Aaron Laughlin	Bryan Leier
Albert Loke	Karen Zunti
Leonard Manitoken	Tammy Bloor Cavers

Regrets:

Brian Marshall	Blaine Braun
Ryan Cunningham	Doug Mitchell

Members Present for Part of the Meeting:

Alastair MacFadden, left noon

Guests:

Dion Malakoff, left after lunch

Staff:

Jeff Ritter, CEO (part)	Shaun Augustin (part)
Loreena Spilsted (part)	Chelsea Coupal – Recorder (part)
Dawn Stanger (part)	Dean Frey (part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
1. Adoption of the Agenda	Motion #2017-2018-04-01 There was consensus to approve the agenda as presented. Wayne Worrall noted that he will deliver the items for the Trade Board Appointments Committee, rather than Blaine Braun.
2. Minutes of November 29, 2017 and Business Arising	Motion #2017-2018-04-02 There was consensus to accept the Minutes of November 29, 2017 as presented.
3. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. 	Motion #2017-2018-04-03 There was consensus to accept the Chair Report as presented.
4. CEO Report <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • The Board asked about the language in the CEO report regarding men and women’s earnings from the Census data. Why weren’t women included in the research? Senior Management responded that women’s earnings were reported on. They earn significantly less than men. • Jeff also noted a personnel change. Julie Woldu is taking a six-month leave of absence. Chelsea Coupal will fill the Director of Communications and Marketing role during her absence. Andrea Ulrich, currently working in a Senior Analyst and Legislative Officer role at Government Relations, will backfill the Executive Assistant position, starting Feb. 5. 	Motion #2017-2018-04-04 There was consensus to accept the CEO Report as presented.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Decision Items	
<p>5. Fee Review</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Brett Vandale reported the Audit and Finance Committee met on January 22, 2018 and is recommending approval of the proposed changes to the 2018-19 Tuition & Administrative Fees. • The Board asked about the portion of tuition that is subsidized. Does the SATCC have numbers from across the country? Management replied that the degree of subsidy varies. For instance, in some provinces, tuition is 100 per cent subsidized and tuition is free for apprentices. An interjurisdictional fee comparison is also provided in the item. • Jeff Ritter explained that he discussed tuition fees with trade board members at the fall trade board meetings. He didn't receive any negative feedback and believes modest increases are generally met with neutral or positive responses. • Management noted that funds raised from the proposed fee increases will be relatively small. Rather, the changes are meant to modernize the fee structure and prevent drastic increases in the future. • The Board raised concerns around the fact that Saskatchewan fees are among the highest in the country. Management noted that financial supports are available, which is one of the reasons apprentices graduate with very little debt. • Management reiterated that apprenticeship is still an affordable post-secondary model, far cheaper than university tuition. Saskatchewan apprentices earn relatively high wages within two years of graduation. • Management also confirmed that the plan is for the system access fee to be implemented approximately one 	<p>Motion #2017-2018-04-05</p> <p>There was consensus to approve the proposed changes to the 2018-19 Tuition & Administrative Fees.</p>

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<p>year after the go-live date.</p> <ul style="list-style-type: none"> The Board asked: In the future, will Saskatchewan continue to lead the country in tuition fees? Management explained that tuition increases follow a formula that is linked to the cost-per-training day. Last year, tuition was raised not due to the methodology, but because of financial need. 	
<p>6. Board Policies Review</p> <ul style="list-style-type: none"> On behalf of the Chair of the Governance Committee, Bryan Leier reported that the Governance Committee met on January 8, 2018 and is recommending approval of the proposed changes to the below policies: <ul style="list-style-type: none"> A1 Board of Directors Honoraria and Expense Guidelines; A2 Commission Board Meetings and Minutes; A3 Presentations to Board; A8 Board Electronic Device Usage; G1 Board Responsibilities (Deletion); G2 Board Evaluation; and G3 Conflict of Interest and Code of Conduct. 	<p>Motion #2017-2018-04-06</p> <p>There was consensus to approve the proposed changes to the following policies:</p> <ul style="list-style-type: none"> A1 Board of Directors Honoraria and Expense Guidelines; A2 Commission Board Meetings and Minutes; A3 Presentations to Board; A8 Board Electronic Device Usage; G1 Board Responsibilities (Deletion); G2 Board Evaluation; and G3 Conflict of Interest and Code of Conduct.
<p>7. Terms of Reference Review</p> <ul style="list-style-type: none"> On behalf of the Chair of the Governance Committee, Bryan Leier reported that the Governance Committee met on January 8, 2018 and is recommending approval of the below Terms of Reference: <ul style="list-style-type: none"> Audit & Finance Committee; Human Resources Committee; and Trade Bd Appointments Committee. 	<p>Motion #2017-2018-04-07</p> <p>There was consensus to approve the following Terms of Reference:</p> <ul style="list-style-type: none"> Audit & Finance Committee; Human Resources Committee; and Trade Bd Appointments Committee.
<p>8. Trade Board Appointments</p> <ul style="list-style-type: none"> On behalf of the Chair of the Trade Board Appointments Committee, Wayne Worrall reported that the Trade Board Appointments Committee met on January 8, 2018. Blaine 	<p>Motion #2017-2018-04-08</p> <p>There was consensus to approve the recommended appointments and removals to the Trade Boards as presented.</p>

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<p>Braun was elected as Chair of the committee. The Trade Board Appointments Committee is recommending the approval of the appointments and removals as presented.</p>	
Committee Reports	
<p>9. Human Resource Committee</p> <ul style="list-style-type: none"> • No report 	<p>Dawn Stanger will schedule the next HR Committee meeting to review the CEO's STI measures and the HR Plan.</p>
<p>10. Audit and Finance Committee</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Brett Vandale reported that the committee met on January 22, 2018. • Shaun Augustin spoke to the Audit and Finance Committee items. <ul style="list-style-type: none"> a. December 2017 Key Operational Indicators and Statistics. Shaun noted that assessment activity is up while field activity is down. The Field Unit has been down four Field Consultants for most of the year. An additional term Field Consultant position will be added to help boost field activity. b. December 2017 Performance Management Measurement – Balanced Scorecard Reporting. Throughout the first six months of 2017-18, the SATCC is exceeding or achieving on 15 of 30 measures (50 per cent of the total). c. December 2017 YTD Budget to Actual. The SATCC is down more than \$600,000 in revenue, mostly due to timing issues. On the expense side, the SATCC is below budget in every category. Management expects more money to be spent on salaries and personnel over the next six months. 	<p>The report was accepted for information.</p>

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<p>d. January 2018 Training Schedule. This item does not include the “watch list” for the May intake. Most potential removes are concentrated in the Construction Electrician and Plumber trades. The list represents about 225 seats, mostly at Saskatchewan Polytechnic. Management explained that money spent on curriculum updates due to harmonization and the development of new upgrader courses will partially offset the decrease in expenditures on training. Alastair noted a typo in the table: \$542,000. That figure will be corrected.</p> <p>e. January 2018 Financial Forecast. Again, this item does not include the forecast for the May intake. Vacancies / leaves have resulted in lower salary / personnel costs.</p>	
<p>11. Governance Committee</p> <ul style="list-style-type: none"> • Bryan Leier presented a brief verbal report on behalf of the Chair of the Governance Committee: <ul style="list-style-type: none"> • The Committee met on January 8. • All terms of references have now been completed. 	
<p>12. Standards Committee</p> <ul style="list-style-type: none"> • No report 	
<p>13. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> • On behalf of the Chair of the Trade Board Appointments Committee, Wayne Worrall reported that the committee met on January 8, 2018. The Trade Board Minutes were presented for information. 	<p>The Trade Board Minutes were presented for information.</p>

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<p>14. Appeals Committee</p> <ul style="list-style-type: none"> • Drew Tiefenbach reported that the Appeals Committee met on November 29 to hear an appeal by a Plumber apprentice whose apprenticeship was cancelled. • The Committee was comprised of, Drew, Jeff Sweet, Mike Berkes, Bryan Leier and Wayne Worrall. • The apprentice had been working in the plumbing trade for a few years without being indentured. When this was discovered by the SATCC field staff, he was required to indenture as a plumbing apprentice. However, the apprentice did not meet the entry requirements and was required to complete Accuplacer and MyFoundationsLab upgrading to continue as an apprentice. The apprentice failed to complete Accuplacer and was cancelled. • After hearing from the apprentice and the COO, the committee upheld the decision to cancel the apprenticeship. The committee, in its decision, acknowledged that the apprentice was working to complete the entry requirements and encouraged him to re-indenture once those requirements were met. They also added the requirement that he must attend technical training when called • The Board asked if there was any feedback from the individual. Loreena replied he was scheduled to take his GED exam last week. • The Board asked if there will be any further follow-up on this issue. Management explained that SATCC Field staff meet with employers to discuss apprenticeship requirements – for instance, that apprentices in compulsory trades must indenture and progress through their apprenticeship. Apprentices are monitored and cancelled if they never attend training. Field Consultants continue to visit job sites to look for certain individuals who have a record of working out of compliance. 	<p>The Appeals Committee report was presented for information.</p>

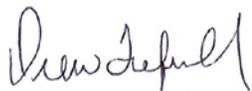
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<p>15. Committee Minutes</p> <ul style="list-style-type: none"> • Dawn Stanger reminded Board members that individual committees will review their own minutes. The minutes are also available in the Aprio library. 	<p>The Committee Minutes were presented for information.</p>
<p>Information Items</p>	
<p>16. ATA Program Evaluation and Data</p> <ul style="list-style-type: none"> • The SATCC has been working with counterparts at the Ministry of the Economy on a program evaluation of the Apprenticeship Training Allowance. • The SATCC administers the program on behalf of the Ministry. • The SATCC has produced program data showing that slightly less than half of apprentices attending technical training apply for ATA funding. • A high majority (about 85 per cent) of apprentices receive ATA funding within 4-6 weeks of starting technical training. • The SATCC, in response to the Ministry's questions related to the program review, have suggested improving the governance of the program, clarifying the policy goals of the program and consulting with industry to better understand the effectiveness of the program to guide possible future changes to it. • The Ministry suggested income testing applicants. The SATCC expressed concerns around income testing. • The SATCC suggested the Ministry transfer full responsibility of the program, as well as the funds, over to the SATCC. • The Board asked about the risks of taking on full responsibility of the program. Management replied that the Ministry would still be responsible for funding the program. In the event that there wasn't enough money in a given year, or in a reserve fund, the SATCC would request more money from the Ministry. 	<p>The report was accepted for information.</p>

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<p>17. SK Apprentice Satisfaction Survey</p> <ul style="list-style-type: none"> • There is a high level of satisfaction among apprentices with on-the-job training (around 90 per cent). • One in ten apprentices is an SYA graduate. There was a high level of satisfaction with the program, with over 90 per cent agreement that the challenges in the SYA program were useful in preparing participants to become apprentices. Of the benefits received, trade time credit toward completion of an apprenticeship program was the most highly valued benefit. • Seventy-seven per cent of respondents who completed SYA said the program was a significant influencer in their decision to enter an apprenticeship. • There was strong agreement in the overall satisfaction with services provided by SATCC staff. • Down since 2015, about four in ten apprentices say their employer pays their Contract of Apprenticeship registration fee. • Consistent with 2015, those who have been in the program for six or more years most commonly say they are still in the program because they are unable to pass the exam (41 per cent). The Board asked: What is done to assist these apprentices? Management responded that the SATCC provides upgrader training in many cases to help them enhance knowledge and skills. Learning assessments can also be conducted for apprentices who are suspected to have learning disabilities. If a learning disability is identified, exam accommodations will be provided. 	<p>The report was accepted for information.</p>
<p>18. SK Employer Satisfaction Survey</p> <ul style="list-style-type: none"> • Employers have a high level of satisfaction with the quality of journeypersons who complete an apprenticeship (around 90 per cent). • There is high satisfaction with technical training provided (around 85 per cent). • Approximately half of employers (45 per cent) are aware of 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>the <i>Apprenticeship: A Guide for Employers</i> publication and of those employers, almost all (97 per cent) feel it is an effective introduction to the apprenticeship system.</p> <ul style="list-style-type: none"> • Nearly one quarter of employers are aware that some of their apprentices or journeypersons are SYA graduates, and virtually all of these feel they perform as well or better than any other apprentice. • These results allow the SATCC to market the SYA Program more effectively. • SATCC staff members will encourage SYA graduates to include their status as SYA graduates on their resumes. 	
<p>19. Census 2016</p> <ul style="list-style-type: none"> • Data on education and labour from the 2016 Canadian Census was released on November 29, 2017. • There are three key “apprenticeship-specific” highlights: <ul style="list-style-type: none"> • Saskatchewan is second only to Quebec for number of apprenticeship certificates held by the working population; • Male Saskatchewan residents with apprenticeship certificates make more money than those with a bachelor’s degree; and • Males in Saskatchewan earned more in all categories of education. • Female Saskatchewan residents with apprenticeship certificates earned less than women with only a high school diploma. • The Board asked if the SATCC promotes apprenticeship and the skilled trades to women directly. Management responded that women are reflected in the SATCC's marketing campaigns. They are profiled in SATCC promotional materials and are also targeted through the SYA program. • The SATCC has a diverse staff, so female Field 	<p>The report was accepted for information.</p>

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<p>Consultants (who have achieved journey person status) will present to school groups and attend career fairs.</p> <ul style="list-style-type: none"> The SATCC also noted that influencers – parents, family members, teachers and friends – can have a major impact on whether or not females decide to enter the trades. 	
<p>20. 2015 National Apprenticeship Survey (NAS)</p> <ul style="list-style-type: none"> Nearly 10 per cent of survey respondents were from Saskatchewan. The vast majority of apprentices were registered in a Red Seal trade, 25 years old, male and non-Indigenous. Indigenous apprentices were, on average, two years older than non-Indigenous apprentices. More than 6 in 10 apprentices indicate they encountered no difficulties in progressing through their apprenticeship. Nearly three quarters (72.8 per cent) of apprentices applied for EI and almost all of these (98.1 per cent) were successful in being approved for benefits. Of those who indicated they were influenced by others to enter the trades, immediate family members (parents, siblings, and spouses) or extended family members and friends, were identified as the top influencers. 	<p>The report was accepted for information.</p>
<p>21. Accuplacer/MyFoundationsLab (ACC/MFL) – Q2 2017-18</p> <ul style="list-style-type: none"> Through the first two quarters of 2017-18: <ul style="list-style-type: none"> Forty-three individuals were referred to Accuplacer / MyFoundationsLab. This is a decrease of eight individuals (15.7 per cent) compared to the same time period in 2016-17; and Eleven individuals (22 per cent) became registered apprentices. This is a decrease of 8.3 per cent over the results from the equivalent period in 2016-17. 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Recurrent Information Items	
<p>22. 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>The report was accepted for information.</p>
<p>23. Other Business</p> <ul style="list-style-type: none"> Tammy Bloor's Covers reported that the Ministry of Advanced Education is conducting a survey. The survey looks at non-completers to confirm why they haven't persisted in a particular program and / or why they've shifted to another. Management responded that the SATCC would be willing to participate. Management would also be interested in other areas' completion rates. 	<p>A representative from the Ministry of Advanced Education will contact Dawn Stanger to discuss participation in the survey.</p>
<p>Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger, and Chelsea Coupal left the meeting.</p>	
<p>24. In-Camera</p>	
<p>Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger, and Chelsea Coupal rejoined the meeting.</p>	
<p>25. Next Meeting</p> <ul style="list-style-type: none"> The next Commission Board of Directors meeting will be held April 4, 2018. 	
<p>26. Adjournment</p>	<p>The meeting adjourned at 2 p.m.</p>



Commission/Committee Chairperson



Commission/Committee Vice Chairperson