



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

MITT GOVERNING BOARD
MEETING MINUTES

Date:	November 28, 2017
Time:	3:30pm
Location:	Boardroom, 14 Fultz Blvd.
Chair:	Julie Fisher
Recording Secretary:	Sharon Taylor
Present:	<u>Governing Board Members:</u> John Schubert, Ron Brown, Ron Hambley, Brent Pooles
	<u>Regrets:</u> Christine Payne, Amanda Jenkyns
	<u>Administration:</u> Ray Karasevich, Paulette Shonoski
	<u>Invitees:</u> Kimberley Puhach, Director, Human Resources and Senior Indigenous Lead; Rhonda Taylor, Program Consultant

Initials: JF Chair PS Secretary-Treasurer

CNTD...

1. CALL TO ORDER

Item:	Status:	Description:	Action by:	Due:
1A.	Closed	ESTABLISHMENT OF QUORUM The meeting was called to order at 3:35pm. A quorum of Governing Board members was present.	INFO	

2. CONSENT AGENDA BUSINESS

Item:	Status:	Description:	Action by:	Due:
2.	Closed	CONSENT AGENDA BUSINESS A. Declaration of Conflicts B. Approval of Agenda C. Approval of Minutes of September 26 and October 16, 2017 D. Approval of Executive and Governance Committee Terms of Reference E. Approval of Audit and Finance Committee Terms of Reference F. Approval of Management Report G. Approval of Finance Report H. Board Correspondence <u>Motion #49/17 (B. Pooles / R. Hambley)</u> "That the agenda, including consent agenda business, be approved as presented." <u>CARRIED</u>	INFO	

Initials:  Chair  Secretary-Treasurer

3. BUSINESS ARISING FROM THE MINUTES

Item:	Status:	Description:	Action by:	Due:
3A.	Closed	<p>APPOINTMENT OF ADDITIONAL AUDIT AND FINANCE COMMITTEE MEMBER</p> <p><u>Motion #50/17 (R. Hambley / R. Brown)</u> "That Brent Pooles be appointed for a one-year term on the Audit and Finance Committee of the MITT Board."</p> <p><u>CARRIED</u></p>	INFO	
3B.	Closed	<p>PUBLIC SCHOOLS FINANCE BOARD BY-LAW 2017-01</p> <p>Second and third readings of by-law 2017-01 took place.</p> <p><u>Motion #51/17 (R. Hambley / B. Pooles)</u> "That the Board approve the second reading of Borrowing Bylaw 2017-01 in the amount of \$451,100.00 for the Manitoba Institute of Trades and Technology Academic Renovation and purchase of a Torchmate Cutting Table."</p> <p><u>CARRIED</u></p> <p><u>Motion #52/17 (R. Hambley / B. Pooles)</u> "That the Board approve the third reading of Borrowing Bylaw 2017-01 in the amount of \$451,100.00 for the Manitoba Institute of Trades and Technology Academic Renovation and purchase of a Torchmate Cutting Table."</p> <p><u>CARRIED</u></p>	INFO	

Initials: CH Chair PHS Secretary-Treasurer

4. NEW BUSINESS

Item:	Status:	Description:	Action by:	Due:
4A.	Open	<p>RISK MANAGEMENT PROPOSAL</p> <p>A proposal for the development of a risk management framework was tabled as information. It was noted that the framework would be appropriately scaled to MITT's operations and aligned with MITT's strategic priorities and business plan initiatives. A Risk Management policy will be brought forward for board approval per the proposal timeline, and the proposal will be kept on file and used as an action plan. Action: Additional supporting materials regarding risk management will be circulated following the board meeting.</p>	S. Taylor	Dec. 1/17

5. COMMITTEE REPORTS

Item:	Status:	Description:	Action by:	Due:
5Ai.	Closed	<p>EXECUTIVE AND GOVERNANCE COMMITTEE REPORT – POLICY DISCUSSION</p> <p>The EG committee reported that a jurisdictional review of governance policies is underway. The intention is to ensure that MITT's board governance policy needs are met. A timetable for a periodic review of all policies will be developed.</p>	INFO	

Initials:  Chair  Secretary-Treasurer

5. COMMITTEE REPORTS (CNTD)

Item:	Status:	Description:	Action by:	Due:
5Bi.	Closed	<p>AUDIT AND FINANCE COMMITTEE REPORT – 2018-19 PRELIMINARY BUDGET</p> <p>The AF committee reported that it had approved the 2018-19 Preliminary Provincial Budget for presentation to the board. The Secretary-Treasurer provided an overview, noting that the budget was balanced and included a request for a \$718,000 increase (approximately 11-12%) in funding from the Province. The increase would support MITT's needs related to legislative compliance and implementation of the anticipated recommendations of the College Review.</p> <p><u>Motion #53/17 (R. Hambley / B. Pooles)</u> "That the board approve the 2018-19 preliminary budget for submission to the Province."</p> <p><u>CARRIED</u></p>	INFO	

Initials: JF Chair RS Secretary-Treasurer

CNTD...

6. STRATEGIC/GENERATIVE GOVERNANCE DISCUSSION

Item:	Status:	Description:	Action by:	Due:
6A.	Closed	INDIGENOUS INCLUSION STRATEGY Director of Human Resources and Senior Indigenous Lead, Kimberley Puhach, and Program Consultant, Rhonda Taylor, led a session reflecting how MITT's Indigenous Inclusion strategy would be developed, using a consultative and participatory approach. Following the presentation, board members were encouraged to send additional feedback related to the Indigenous Inclusion strategy. The strategy will be further developed and brought back for board review.	INFO	

7. AGENDA ITEMS FOR NEXT MEETING

Item:	Status:	Description:	Action by:	Due:
7A.	Closed	AGENDA ITEMS FOR JANUARY 30 2018 A. Business Plan Update	INFO	

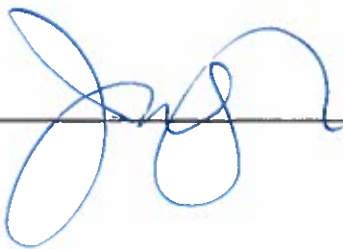
8. IN-CAMERA MEETING

Item:	Status:	Description:	Action by:	Due:
8.	Closed	COMMITTEE OF THE WHOLE (IN-CAMERA) An in-camera discussion was not required.	INFO	

Initials: SK Chair PHS Secretary-Treasurer

9. TERMINATION

Item:	Status:	Description:	Action by:	Due:
9.	Closed	TERMINATION <u>Motion # 54/17 (B. Pooles):</u> "That the Governing Board meeting terminate at 6:45 p.m."	INFO	



Chair



Secretary-Treasurer

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Initials: JH Chair RS Secretary-Treasurer

