



**MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY**

**BOARD OF GOVERNORS MEETING
ZOOM MEETING
MARCH 23, 2021
7:30 AM – 9:00 AM**

BOARD MEMBERS:	K. Webb (Chair), C. Payne (Vice-Chair), R. Brown, M. Buckberger, P. Shahi, L. Toupin-Mulvihill
STAFF:	R. Karasevich (President/CEO), B. Stuart, P. Shonoski (Treasurer), J. Thorsteinson (Board Secretary), J. Lumb, C. McCorrison (Recorder)
REGRETS:	B. Pooles

MINUTES

#	ITEM	LEAD
1.	LAND ACKNOWLEDGEMENT	
1.1	“MITT acknowledges that it is on Treaty 1 territory and the traditional territory of Anishinaabeg, Cree, and Dakota Peoples, and the homeland of the Metis Nation.”	M. Buckberger
2.	CALL TO ORDER	
2.1	Establishment of Quorum Quorum was established and the meeting was called to order at 7:31 a.m.	Chair
2.2	Declaration of Conflicts No conflicts of interest were declared.	Chair
3.	CONSENT AGENDA BUSINESS	
3.1	Approval of Agenda	Chair
3.2	Committee Meeting Minutes: <ul style="list-style-type: none"> A. Nov 17, 2020 (A&F) B. Jan 19, 2021 (GOV) C. Mar 3, 2021 (Special A&F) 	Chair
3.3	Approval of January 26, 2021 Board Minutes	Chair
3.4	Approval of March 9, 2021 Special Board Minutes	Chair
3.5	Management Report	Chair
3.6	Enrolment Report	Chair
3.7	Previous Board Meeting Feedback	Chair
3.8	Board Correspondence <ul style="list-style-type: none"> A. Funding of Schools Program Letter B. SSEEF Unsuccessful Letter & Submission Results 	Chair

Initials: kw Chair JT Board Secretary

	C. Honourable Wayne Ewasko Thank You Letter	
3.9	Chair's Report (Feb 2021)	Chair
3.10	Updated Action Sheet	Chair
3.11	MITT 2019-2020 Annual Report	President/CEO

BRD Motion #66/20-21 (C. Payne, R. Brown)

"That the agenda, including consent agenda business, be approved as amended with 4.1 removed as a duplicate item, and 7.1 deferred to the next meeting." **CARRIED**

Chair

4. BUSINESS ARISING FROM THE MINUTES

4.1	Update on Capital Investment Project – Removed as duplicate item.	President / CEO
4.2	Update on Strategic Plan Development	President / CEO
	R. Karasevich shared that Higher Education Strategy Associates (HESA) has conducted nearly all of the planned Phase 1 stakeholder interviews as well as focus groups, and are planning a board retreat to be scheduled for late April.	

5. COMMITTEE REPORTS

5.1	Audit and Finance Committee Report	M. Buckberger P. Shonoski
	A. Q2 2020-2021 Financial Report, Forecast, and 2021-22 Board Budget	
	P. Shonoski shared that prior to the pandemic, MITT had a balanced budget, however, concerns with soft enrolment due to COVID-19 meant MITT needed to put a hold on expenditures and increase programming to reduce the deficit budget. P. Shonoski also noted that despite previous budget concerns, MITT still has strong liquidity and a line of credit that we have not needed to access.	
	B. 2021-22 FRAME Budget for Province of Manitoba Submission	P. Shonoski
	The FRAME budget is the official budget to the province, which will be submitted at the end of the month.	
	<u>BRD Motion #67/20-21 (C. Payne, L. Toupin-Mulvihill)</u>	M. Buckberger
	"That the Board approves the Q2 Financial Report as presented." <u>CARRIED</u>	
	<u>BRD Motion #68/20-21 (P. Shahi, R. Brown)</u>	M. Buckberger
	"That the Board approves the 2021-2022 budget as presented." <u>CARRIED</u>	
	C. President's Expense Report	P. Shonoski
	P. Shonoski indicate that the creation of the President's expense report was initiated by the OAG recommendation to have the President's expenses be separated from executive office expenses.	
	D. MITT Board Level Strategic Risk Review	P. Shonoski
	P. Shonoski noted that the amount of allowable risk has been determined by the Board and will be monitored by the Executive Council. P. Shonoski presented a comprehensive risk document, which included key areas of risk and ensured that MITT will mitigate risk as required.	
	<u>BRD Motion #69/20-21 (L. Toupin-Mulvihill, C. Payne)</u>	M. Buckberger
	"That the Board approves the Board Level Strategic Risk Review as presented." <u>CARRIED</u>	
	E. Audit Update	P. Shonoski
	P. Shonoski shared that MITT's audit team will be meeting on April 7 to start the 2020-2021 audit discussions and preparations; these discussions will include items such as the welding shop expansion, President's expenses, and compensation disclosure.	

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- F. Introduction of Potential Strategy for Staff Salary Increases (2020-21 and 2021-22) President/CEO
R. Karasevich shared that MITT did not implement the planned 1% COLA increase at the start of the 202-0201 fiscal year due to financial concerns that were a result of the COVID-19 pandemic. In response to strong staff performance and higher than expected enrolments, MITT would like to acknowledge this performance by reactivating the 1% COLA increase from the past 6 months, which works out to approximately \$100,000.00 and will be retroactive to January 2021.

BRD Motion #70/20-21 (L. Toupin-Mulvihill, R. Brown)

“That the Board approves the strategy for staff salary increases as presented.” **CARRIED**

M. Buckberger

- G. Welding Expansion Status Report P. Shonoski
P. Shonoski noted that a contingency report has been developed to report the use of contingency funds at set trigger points; this report has been approved by the Audit and Finance Committee.

P. Shonoski

5.2 Governance Committee Report

Chair (GOV)

A. Policies

Chair (GOV)

- i. A-9 Meetings of the Governing Board
- ii. A-12 Role of the President and CEO
- iii. A-13 President’s Expense Policy
- iv. A-16 Board Policies
- v. C-5 Capital Strategy Advisory Committee TOR

BRD Motion #71/20-21 (L. Toupin-Mulvihill, M. Buckberger)

“That the Board approves policies A-9, A-12, A-13, A-16, and C-5 as presented.” **CARRIED**

- B. Update on Board Member Status J. Thorsteinson
J. Thorsteinson shared that MITT put forward a recommendation to the province that R. Brown and B. Pooles’ term on MITT’s governing board be renewed for a 5-year term; we anticipate an update from the province in May.

J. Thorsteinson

C. Update on K-12 Review

President/CEO

R. Karasevich discussed the outcomes of the K-12 review and noted that MITT will maintain board governance within current provincial structures. MITT is generally being positioned within the higher education system, with important retained connections to K-12.

6. NEW BUSINESS

6.1 Additional Provincial Government Year End Funding Opportunities

P. Shonoski

- MITT has received funding prior to government’s March 31 year-end for additional minor capital, deferred maintenance and other projects.

P. Shonoski shared that on Jan 14, 2021 we were advised that MITT could receive additional funding for minor capital, deferred maintenance and other projects from the provincial government. P. Shonoski reviewed the proposed items that MITT put forward for consideration and noted that the province recently approved the request.

BRD Motion #72/20-21 (C. Payne, L. Toupin-Mulvihill)

Chair

“Whereas it is deemed necessary to provide a Motion to the Schools’ Finance Branch to issue a long-term promissory note to finance projects approved under the Expanded Capital Support Program; The Board of Governors approves the issuing of a promissory note in the amount of \$1,165,000.”

CARRIED

Initials: kw Chair JT Board Secretary

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- 6.2 Sexual Violence Policy B. Stuart
B. Stuart presented on MITT's sexual violence policy, which included definitions, sexual violence-reporting tool, sexual misconduct response committee, and training opportunities.

7. STRATEGIC/GENERATIVE/DEPARTMENTAL PRESENTATION

- 7.1 Student Services Presentation – Deferred to the next board meeting. B. Stuart

8. AGENDA ITEMS FOR NEXT MEETING – May 25, 2021

- 8.1 TBD

9. IN-CAMERA MEETING

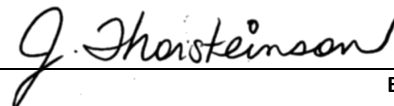
- 9.1 BRD Motion #73/20-21 (R. Brown, C. Payne)
"That the Governing Board meeting adjourn to Committee of the Whole (In-Camera) at 8:52 a.m. with R. Karasevich exiting at 8:58 a.m. **CARRIED**
- 9.2 BRD Motion #74/20-21 (C. Payne, P. Shahi)
"That the Committee of the Whole (In-camera) rise and report at 9:05 a.m." **CARRIED**

10. TERMINATION

- 10.1 BRD Motion #75/20-21 (C. Payne, P. Shahi)
"That the Governing Board meeting terminate at 9:05 a.m." **CARRIED**
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Chair



Board Secretary