



MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

BOARD OF GOVERNORS MEETING

AUGUST 29, 2023

8:00 AM – 9:30 AM

2150 CHEVRIER BLVD – BOARDROOM

BOARD MEMBERS:	K. Webb (Chair), R. Brown (Vice-Chair), R. Kinley, B. Pooles, P. Shahi, K. Atamanchuk, C. Payne
STAFF:	J. Thorsteinson (Board Secretary), J. Lumb (Board Treasurer), N. Cooke, B. Stuart, A. Cheyne-Hill (Recorder)

AGENDA

#	ITEMS	LEAD
1.	CALL TO ORDER	
1.1	Land Acknowledgement “MITT acknowledges that it is on Treaty 1 territory and the traditional territory of Anishinaabeg, Cree, Dakota, Dene Peoples, and the homeland of the Metis Nation.”	Chair
1.2	Establishment of Quorum Quorum was met and the meeting was called to order at 8:04 a.m.	Chair
1.3	Declaration of Conflicts No conflicts were declared.	Chair
2.	CONSENT AGENDA BUSINESS	
2.1	Approval of Agenda	Chair
2.2	Approval of Board Meeting Minutes: A. June 27, 2023 (BRD)	Chair
2.3	Management Report	Chair
2.4	Enrolment Report	Chair
2.5	Board Correspondence A. 2023-07-17 Letter from Jan Forster re 24-25 Budget Submission B. 2023-07-20 Letter from Honourable Sarah Guillemard to MITT - Child Care Centres C. 2023-08-09 Thank You Letter from Honourable Chrystia Freeland K Webb D. 2023-08-09 Thank You Letter from Honourable Chrystia Freeland N Cooke	Chair
2.6	Chair's Report	Chair
2.7	Board Action Sheet	Chair

BRD Motion #1/23-24 (R. Brown, R. Kinley)

“That the agenda, including consent agenda business, be approved as presented”

CARRIED

Initials: *SW* Chair *JS* Board Secretary

3. BUSINESS ARISING FROM THE MINUTES

3.1 None

4. COMMITTEE REPORTS

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| 4.1 Audit and Finance Committee Report
There was no Audit & Finance Committee meeting held prior to this board meeting. | Chair (A&F)
Board Treasurer |
| 4.2 Governance Committee Report
There was no Governance Committee meeting held prior to this board meeting. | Chair (GOV)
Board Secretary |

5. NEW BUSINESS

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| 5.1 24-25 Budget Estimates Approval
J. Lumb shared that MITT operating budget is brought to the board for approval. Comparators are from 23-24 zero based budget for the majority of departments. There was a collaborative approach taken and finance consulted widely across all departments to ensure there is understanding from institutional leaders. | Board Treasurer |
|---|-----------------|

24-25 includes an expected surplus of \$0.08 million. There was a significant increase in base funding from the Province to MITT in 23-24. 24-25 continues the growth stimulated by this record increase with the budget focused on digital transformation, deferred maintenance/capital, expanded programs, and enhanced student support.

Overall, expenses are 8.4% or \$4.2 million greater than the 23-24 budget. New positions, salary increases, supporting permanent, full-time employment for instructors (replacing 8 or 10 month contracts). 24-25 operating expense budget exceeds 23-24 by \$0.16 million, with primary drivers being increase in deferred maintenance projects and IT services relating to MITT's digital transformation.

Risks to 24-25 budget were discussed including unfilled domestic seats converting to international, difficulty filling staff vacancies, Province not supporting the requested funding increase, and declining enrolment.

BRD Motion #2/23-24 (R. Kinley, P. Shahi)

"That the Board approves the 24-25 Budget Estimates as presented"

CARRIED

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| 5.2 Board Exit Survey Results 2022-23
J. Thorsteinson shared overview of results. Tour of campuses will be provided to board members. Feedback was generally positive. Governance committee to look at opportunities for additional education and training. | Board Secretary |
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| 5.3 Sign Conflict of Interest / Board Confidentiality Documents | Board Secretary |
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| 5.4 Annual Appointments of Service Providers (auditor, finance, legal, etc.) | Chair |
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BRD Motion #3/23-24 (K. Webb, K. Atamanchuk)

"That the Board approves item 5.4 from A through F representing the MITT annual appointments as presented."

A. Appointment of Auditors

"That Manitoba Institute of Trades and Technology continue with the firm Grant Thornton for audit services specific to 2023-24."

B. Re-Appointment of Treasurer

"That Jennifer Lumb, Associate Vice-President, Finance & Campus Services, be re-appointed

Initials: *KL* Chair *JA* Board Secretary

Treasurer to the Governing Board of the Manitoba Institute of Trades and Technology.”

C. Re-Appointment of Board Secretary

“That Jana Thorsteinson, Associate Vice President, External and Corporate Affairs, be re-appointed Secretary to the Governing Board of the Manitoba Institute of Trades and Technology.”

D. Signing Authorities and Limits

“That Neil Cooke and Jennifer Lumb are approved as MITT’s signatories for the 2023-24 fiscal year.”

“That the President and CEO of MITT be granted signing authority to a maximum of \$500,000 for individual budgeted expenditures for the 2023-24 fiscal year, subject to limitations codified in MITT’s Act and policy framework.”

E. Appointment of Board Vice Chair

“That R. Brown be appointed for a one-year term as the Vice Chair of the MITT Board.”

F. Appointment of Board Committee Members

“That C. Payne (Chair), R. Brown, and K. Atamanchuk be re-appointed for one-year terms on the Governance Committee of the MITT Board.”

“That R. Kinley (Chair), B. Pooles, and P. Shahi be re-appointed for one-year terms on the Audit and Finance Committee of the MITT Board.”

- 5.5 National Day for Truth and Reconciliation – Recognizing with campus closure on Friday, Sept. 29th.
N. Cooke shared that MITT does want to recognize TRC, even if it falls on the weekend. He shared that other PSIs are also recognizing a day in lieu. R. Klippenstein will put together learnings and information for sharing.

N. Cooke

6. STRATEGIC/GENERATIVE/DEPARTMENTAL PRESENTATION

- 6.1 None Chair

7. AGENDA ITEMS FOR NEXT MEETING

- 7.1 None

8. IN-CAMERA MEETING

8.1 BRD Motion #4/23-24 (K. Webb)

“That the Governing Board meeting adjourn to Committee of the Whole (In-Camera) at 9:04 a.m.”

8.2 BRD Motion #5/23-24 (K. Webb)

“That the Committee of the Whole (In-camera) rise and report at 9:04 a.m.”

9. TERMINATION

9.1 BRD Motion #6/23-24 (K. Webb)

“That the Governing Board meeting terminate at 9:50 a.m.”



Chair



Board Secretary