MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

GOVERNING BOARD MEETING AGENDA
MARCH 19, 2019
BOARDROOM, 2ND FLOOR, 14 FULTZ BLVD
3:30 PM – 6:30 PM

ITEM 1 **CALL TO ORDER**

A. Establishment of Quorum

Board members in attendance:	J. Fisher (Vice-Chair), R. Brown, C. Payne, A. Jenkyns
Staff in attendance:	R. Karasevich, P. Shonoski, M. Derro, S. Taylor, N. Dupas
Invitees:	D. Handziuk, J. Thorsteinson
Regrets:	J. Schubert (Chair), R. Hambley, B. Pooles

Quorum was established and the meeting called to order at 3:35pm.

J. Thorsteinson joined the meeting briefly to discuss MITT's Government Relations Strategy.

ITEM 2 **CONSENT AGENDA BUSINESS**

A. Declaration of Conflicts

B. Approval of Agenda

C. Approval of Minutes of February 12, 2019

D. Approval of Management Report

E. Approval of Finance Report

F. Board Correspondence (N/A)

Motion #08/19 (*R. Brown/C. Payne*)
"That the agenda, including consent agenda business, be approved as presented."

                                                                                    CARRIED

Initials: _____ Chair   _____ Secretary-Treasurer

CNTD…

BUSINESS ARISING FROM THE MINUTES (N/A)

ITEM 4 **COMMITTEE REPORTS**

    A. Executive and Governance Committee Report
        i. B-11 The Role of the President and CEO
        ii. B-12 President/CEO Evaluation

A recommendation was made and approved to remove reference to the unlimited term of the first MITT President in policy B-11 as it is no longer relevant.

Motion #09/19 (*A. Jenkyns/C. Payne*)
"That the board approve policy B-11 as amended and B-12 as read."

                                                                CARRIED

    B. Audit and Finance Committee Report

        i. 2019-20 Budget Approval for Provincial Submission

P. Shononski reviewed the 2019-20 budget, noting that MITT would be submitting a balanced budget in line with government regulations, with a footnote outlining critical institutional needs, similar to the 2018-19 budget. It was noted that a New Initiatives Process was implemented as part of the budget process for all program areas to help create a baseline budget for the upcoming and future years.

Other areas of mention included an increase in the number of domestic students in 2019-20, the launch of second year programming for some of MITT's programs, and an update about budgeted new positions for the year.

Initials: _____ Chair _____ Secretary-Treasurer

CNTD…

ITEM 7   **AGENDA ITEMS FOR NEXT MEETING – May 28, 2019**

      A. Governance Policy Review

          i.   B-8 Meetings of the Governing Board
          ii.   B-9 Self-Evaluation of the Governing Board
          iii. F-2 Governing Board Annual Responsibilities

R. Karasevich gave a brief update on the K-12 review process and opportunities for consultation.

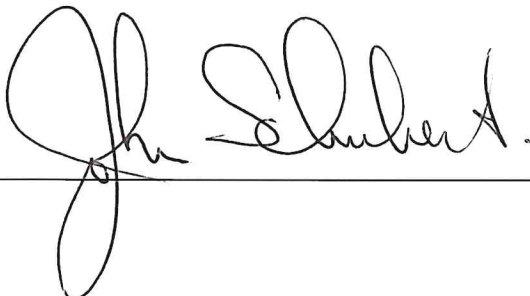**ITEM 8**   **IN-CAMERA MEETING (N/A)**

An in-camera discussion was not required.

ITEM 9   **TERMINATION**

<u>**Motion #11/19 (*A. Jenkyns/R. Brown*)**</u>
"That the Governing Board meeting terminate at 5:37p.m."

                                                               <u>**CARRIED**</u>

_____   _____
                             Chair   **Secretary-Treasurer**

CNTD…

Motion #10/19 (*C. Payne/R. Brown*)
"That the board approve the 2019-20 budget for submission to the Province."

<div align="right">**CARRIED**</div>

ITEM 5   NEW BUSINESS

      A. Business Plan Update

S. Taylor shared updates made to the 2019-2020 Business Plan. In regards to the legend, "delayed" will be changed to "extended" to more accurately represent the timeline of these events.

ITEM 6   STRATEGIC/GENERATIVE GOVERNANCE DISCUSSION

      A. Lean/Continuous Improvement Initiatives

A presentation was delivered by D. Handziuk, Registrar, providing updates on changes within in the Registrar's Office and to admissions processes. Changes demonstrate MITT's commitment to LEAN principles, continuous improvement, improved efficiency and better time management in processing applications. Changes extend to CAMS, MITT's student information system. MITT is currently undertaking an extensive optimization and relaunch initiative to improve upon the current version of CAMS. To date, work completed in partnership with Unit 4 and 3D Technologies has been very successful in identifying the abilities of CAMS and resolving the identified pain points.

C. Payne left the meeting at 4:39pm. Quorum was lost.