



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

MITT GOVERNING BOARD  
MEETING MINUTES

<b>Date:</b>	March 20, 2018
<b>Time:</b>	3:30pm
<b>Location:</b>	Boardroom, 14 Fultz Blvd.
<b>Chair:</b>	John Schubert
<b>Recording Secretary:</b>	Sharon Taylor
<b>Present:</b>	<u>Governing Board Members:</u> Julie Fisher, Amanda Jenkyns, Christine Payne
	<u>Regrets:</u> Brent Pooles, Ron Brown, Ron Hambley
	<u>Administration:</u> Ray Karasevich, Paulette Shonoski
	<u>Invitees:</u> Rick Martin, A/VP Academic

Initials:

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**1. CALL TO ORDER**

Item:	Status:	Description:	Action by:	Due:
1A.	Closed	ESTABLISHMENT OF QUORUM The meeting was called to order at 3:31pm. A quorum of Governing Board members was present.	INFO	

**2. CONSENT AGENDA BUSINESS**

Item:	Status:	Description:	Action by:	Due:
2.	Open	<p>CONSENT AGENDA BUSINESS</p> <p>A. Declaration of Conflicts</p> <p>B. Approval of Agenda</p> <p>C. Approval of Minutes of January 30, 2018</p> <p>D. Acceptance of Executive and Governance Committee Report</p> <p>E. Approval of Management Report</p> <p>F. Approval of Finance Report</p> <p>G. Board Correspondence</p> <p>College Review was added as New Business Item C. The January financial statements were reviewed. February statements were delayed due to other Finance department priorities, including budget 2018-19. Board correspondence included the proposed date for a Pembina Trails-MITT board dinner.</p> <p><b>Action:</b> <i>S. Taylor</i> will notify Pembina Trails that an April 26/18 date was accepted. Other correspondence included an invitation to board members to attend the upcoming Indspire conference, and discussion about an MSBA memo regarding mandatory vaccinations.</p> <p><u>Motion #05/18 (J. Fisher / C. Payne)</u>          "That the agenda, including consent agenda business, be approved as presented."</p> <p><u>CARRIED</u></p>	S. Taylor	Mar. 25/18

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### 3. BUSINESS ARISING FROM THE MINUTES

Item:	Status:	Description:	Action by:	Due:
3A.	Open	<p>BOARD POLICY WORK PLAN</p> <p>MITT's Corporate Policy Consultant, R. Tennenhouse, has prioritized board and administrative policies within her work plan. She currently works on a 0.5 FTE basis and MITT has committed additional time up to a 0.8 FTE basis through the end of the academic/fiscal year. This will allow Ms. Tennenhouse to complete a minimum of three new board policies for review in June or prior.</p> <p><b>Action:</b> <i>S. Taylor</i> will schedule time for a meeting with the Chair to review recommended board policies.</p>	S. Taylor	Apr. 30/18

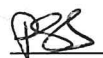
### 4. NEW BUSINESS

Item:	Status:	Description:	Action by:	Due:
4A.	Closed	<p>BUSINESS PLAN REVIEW</p> <p>MITT's business plan has been updated with a new format that aligns more closely to the strategic plan, and updated initiatives and timelines that reflect current and future priorities. The board accepted a proposed new schedule for business plan review: November, March, and June annually.</p>	INFO	

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**4. NEW BUSINESS (CNTD)**

Item:	Status:	Description:	Action by:	Due:
<b>4B.</b>	Closed	<b>ORGANIZATIONAL STRUCTURE AND EXECUTIVE HIRING UPDATE</b> The board reviewed MITT's future state organizational structure and received an update on the status of the hiring processes for VP Academic and Associate VP Business Development and Strategic Initiatives. It was noted that MITT's management structure has not grown significantly in the last several years. Results of the competitions will be shared with the board.	INFO	
<b>4C.</b>	Closed	<b>COLLEGE REVIEW</b> R. Karasevich provided an update regarding the College Review announcement earlier in the day, along with the results of the review itself. A summary document was circulated. The College Review showed MITT in a very positive light; we are outperforming other colleges with the highest graduation rates and the lowest cost structure in the sector. Stakeholder feedback, in particular from Industry, was strong, and MITT's nimbleness and entrepreneurial program development was identified as a positive example for the system as a whole. MITT is also seen as a bridge to other post-secondary education. It was recommended that MITT aim for 40% to 70% articulation over the next 3 to 5 years. This will depend on the ability and willingness of PSE partners to grow articulations to this extent. Some areas for further development aligned with internal priorities e.g. the need for better data analytics and systems, and the need to clarify MITT's funding formula with the Province. MITT's quality assurance processes were also presented as an area for additional development but erroneously reported as having been approved only in February 2017. MITT's Q/A processes have in fact been in place since 2015. (Continued next page)	INFO	

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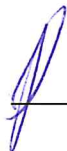
#### 4. NEW BUSINESS (CNTD)

Item:	Status:	Description:	Action by:	Due:
4C.	Closed	<p>COLLEGE REVIEW (CNTD)</p> <p>Finally, MITT's board was advised to reflect on the institution's international enrolment growth and future intentions in light of the volatile recruitment market. Overall, the report and recommendations provide numerous talking points for MITT with government going forward and an opportunity to discuss the need for some degree of investment in systems and people. It was noted however that although the review provided a series of recommendations about the college sector overall, and each college individually, but it is unknown which recommendations may be realized over time.</p>	INFO	

#### 5. COMMITTEE REPORTS

Item:	Status:	Description:	Action by:	Due:
5A.	Open	<p>AUDIT AND FINANCE COMMITTEE REPORT: 2018-19 FINAL PROVINCIAL BUDGET SUBMISSION</p> <p>The 2018-19 budget was reviewed and discussed. A balanced budget of \$33,434,301 will be submitted to the province. It was noted that while revenues have increased, largely as a result of increased enrolment, these increases are not sufficient to offset required expenditures such as deferred maintenance and necessary capital enhancements. As a result, MITT's accumulated surplus will be drawn down to address critical needs in the current year and in 2018-19.</p> <p><b>Action:</b> <i>P. Shonoski</i> will ensure a footnote is added to the budget prior to submission to the Province, indicating that the budget is not sufficient to address the critical needs of the institution.</p>	P. Shonoski	Mar. 31/18

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## 5. COMMITTEE REPORTS (CNTD)

Item:	Status:	Description:	Action by:	Due:
5A.	Closed	<p>AUDIT AND FINANCE COMMITTEE REPORT: 2018-19 FINAL PROVINCIAL BUDGET SUBMISSION (CNTD)</p> <p><u>Motion #06/18 (C. Payne / A. Jenkyns)</u> "That the board accept the Audit and Finance Committee Report and approve the 2018-19 Final Provincial Budget for submission to the Province."</p> <p><u>CARRIED</u></p> <p>Proposed capital and other surplus expenditures were discussed. \$200,000 has been identified through in-year savings for critical items including repairs and installations needed for improved health and safety across MITT's facilities. The administration requested the board's approval of \$600,000 for additional capital requirements to be spent against MITT's accumulated surplus.</p> <p><u>Motion #07/18 (C. Payne / J. Fisher)</u> "That the board approve \$600,000 in total spending out of MITT's accumulated surplus for proposed capital repairs and installations in 2017-18 and 2018-19."</p> <p><u>CARRIED</u></p>	INFO	

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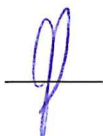
## 6. STRATEGIC AND GENERATIVE GOVERNANCE DISCUSSION

Item:	Status:	Description:	Action by:	Due:
6A.	Closed	<b>INTERNATIONAL STRATEGY</b> A continuation of the international strategy discussion, which began at the previous board meeting, took place. The focus included financial considerations such as direct, indirect and incremental costs, future enrolment planning, academic quality and integrity, and growth strategies and opportunities. MITT's website has been enhanced with additional resources for international students and recruitment agents, including a new Recruitment Service Agreement, and tools have been developed that will allow for financial analysis, planning and monitoring as it relates to future enrolment growth. Further growth and development will be aligned with MITT's strategic and business plans, strategic enrolment management plan, academic plan, and college review recommendations.	INFO	

## 7. AGENDA ITEMS FOR NEXT MEETING

Item:	Status:	Description:	Action by:	Due:
7A.	Closed	<b>AGENDA ITEMS FOR MAY 29, 2018</b> TBD	INFO	

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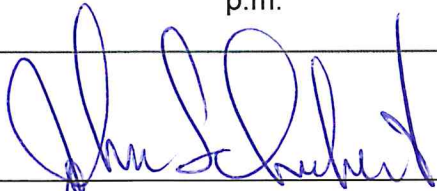
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**8. IN-CAMERA MEETING (N/A)**

Item:	Status:	Description:	Action by:	Due:
8.	Closed	<p>COMMITTEE OF THE WHOLE (IN-CAMERA)</p> <p><u>Motion #08/18 (C. Payne / A. Jenkyns)</u>            "That the Governing Board meeting adjourn to committee of the whole (in Camera) at 6:30 p.m."</p> <p><u>CARRIED</u></p> <p><u>Motion #09/18 (A. Jenkyns / C. Payne)</u>            "That the Committee of the Whole rise and report at 6:42 p.m."</p> <p><u>CARRIED</u></p>	INFO	

**9. TERMINATION**

Item:	Status:	Description:	Action by:	Due:
9.	Closed	<p>TERMINATION</p> <p><u>Motion # 10/18 (A. Jenkyns):</u>            "That the Governing Board meeting terminate at 6:45 p.m."</p>	INFO	



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