



**MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY**

**BOARD OF GOVERNORS MEETING
ZOOM MEETING
MARCH 22, 2022
7:30 AM – 9:00 AM**

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

MINUTES

#	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, and Dakota 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 7:31 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	Committee Meeting Minutes: A. Nov 16, 2021 (GOV) B. Nov 16, 2021 (A&F) C. Jan 10, 2022 (A&F)	Chair
2.3	Approval of Board Meeting Minutes: A. Jan 21, 2022 (BRD)	Chair
2.4	Management Report	Chair
2.5	Enrolment Report	Chair
2.6	Previous Board Meeting Feedback	Chair
2.7	Board Correspondence A. One Time Funding Increase B. Bill 45 – Proclamation C. Bill 45 – MSBA Appointment D. SSEEF Submission Result E. AESI Funding	Chair

Initials: KW Chair

JT Board Secretary

2.8	Chair's Report	Chair
2.9	Board Action Sheet	Chair
2.10	<u>BRD Motion #74/21-22 (R. Brown, L. Toupin-Mulvihill)</u> "That the agenda, including consent agenda business, be approved as presented."	Chair

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- 3.1 A. Henlow Roof Update Board Treasurer
J. Lumb noted that the Henlow roof upgrade is on schedule to commence on May 1st. The motions below are the results of the e-vote for approval that was due prior to our regularly scheduled board meeting.

BRD Motion #58/21-22 (R. Kinley, R. Brown) – Feb 7, 2022 E-Vote

Whereas it is deemed necessary to provide a Motion to the Capital Projects Planning and Delivery Branch to issue a long-term promissory note to finance the construction of the Henlow Roof and Mechanical Systems Replacement project; the Board of Governors approves the "Henlow Roof and Mechanical Systems Replacement" project and the associated issuing of a promissory note in the amount equal to the Project Support letter issued by the Province of Manitoba for the Henlow Roof and Mechanical Systems Replacement project.

CARRIED

BRD Motion #59/21-22 (R. Kinley, R. Brown) – Feb 7, 2022 E-Vote

Whereas Manitoba Institute of Trades and Technology (MITT) has accepted multiple tenders for the Henlow Roof and Mechanical Systems Replacement project, the Board of Governors approves the acceptance of the Bid Submission from Parkwest Project Limited and authorizes the President and CEO to enter into the Stipulated Price Contract (CCDC 2 - 2008) standard form of construction agreement in the amount of \$3,098,222.75, plus applicable taxes.

CARRIED

- B. Expanded Capital Support Program for 2021/2022 Update Board Treasurer
J. Lumb shared that MITT received communications from the province indicating financial support for the 2021-22 Expanded Capital projects and the Henlow roof and mechanical systems replacement project in the amount of \$3,844,777.00 therefore a motion for the identified amount is required.

BRD Motion #75/21-22 (R. Kinley, C. Payne)

"Whereas it is deemed necessary to provide a Motion to the Capital Projects Planning and Delivery Branch to issue a long-term promissory note to finance the construction of the 130 Henlow Roof and Mechanical Systems Replacement project and the 2021\2022 Expanded Capital Support Program; the Board approves the issuing of a promissory note in the amount equal to \$3,844,777.00 as presented.

CARRIED

4. COMMITTEE REPORTS

- 4.1 Audit and Finance Committee Report R. Kinley
Board Treasurer
A. E-8 MITT General Investment Policy
J. Lumb explained that this policy was updated to consider future investment strategies.

BRD Motion #76/21-22 (R. Kinley)

"That the E-8 MITT General Investment policy be approved as presented."

CARRIEDInitials KW ChairJF Board Secretary

- B. C-4 Audit and Finance Committee Board Treasurer
J. Lumb noted that this policy has been updated to reflect the changes identified in policy E-8.

BRD Motion #77/21-22 (R. Kinley)

"That the C-4 Audit and Finance Committee policy be approved as presented." **CARRIED**

- C. D-1 Borrowings, Investments, and Banking Board Treasurer
J. Lumb noted that this policy has been updated to reflect the changes identified in policy E-8.

BRD Motion #78/21-22 (R. Kinley)

"That the D-1 Borrowings, Investments, and Banking policy be approved as presented." **CARRIED**

- D. 2022-23 Budget Approval for Provincial Submission Board Treasurer
Operating fund highlights and forecast for the current 2021-2022 fiscal year, as well as the proposed 2022-2023 budget to be submitted to the province, was provided in the board material for review.

BRD Motion #79/21-22 (R. Kinley)

"That the 2022-23 budget be approved as presented." **CARRIED**

- E. Potential Purchase of 205 Henlow Bay President/CEO
R. Karasevich shared that MITT has an opportunity to purchase property adjacent to our main campus. MITT will proceed with a conditional offer subject to successful completion of due diligence reviews and final Board approval.
- F. Update to Strategic Risks Board Treasurer
J. Lumb provided an update on strategic risks affecting MITT which are vetted annually by the executive team and represent external, financial, operational, and reputational and/or compliance related risks.

4.2 Governance Committee Report

- A. Board Retreat Update Board Secretary
J. Thorsteinson provided an update on the potential date and agenda for the board retreat.
- B. MITT Compensation Philosophy President/CEO
R. Karasevich shared that MITT created a compensation philosophy and is currently in the process of evaluating job descriptions, salaries, benefits, and hiring processes against similar organizations across western Canada to ensure we are competitively aligned.
- C. CEO & Board Evaluations 2021-2022 Chair (GOV)
K. Webb noted that a third party tool may be a preferred option for evaluating board requirements.
- D. Provincial Governance Model for Post-Secondary (Provincial Bill -Spring 2022). Board Secretary
J. Thorsteinson noted that the province's revised governance model for post-secondary institutions has not yet been released; an update will be shared when available.
- E. Transfer of Funding from K-12 to Post Secondary President/CEO
R. Karasevich provided an update to the transfer of funding. More details from the province are expected mid-June 2022.

Initials: KW Chair

JT Board Secretary

5. NEW BUSINESS

5.1 None

6. STRATEGIC/GENERATIVE/DEPARTMENTAL PRESENTATION

6.1 Program Update N. Cooke
N. Cooke presented on the three-phase strategic planning facilitation framework that was created for the development of the 2022-2027 academic plan.

7. AGENDA ITEMS FOR NEXT MEETING – June 28, 2022

7.1 TBD

8. IN-CAMERA MEETING

8.1 None

9. TERMINATION

9.1 BRD Motion #80/21-22 (L. Toupin-Mulvihill, C. Payne) Chair
"That the Governing Board meeting terminate at 8:49 a.m." CARRIED



Chair



Board Secretary

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