





MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

GOVERNING BOARD
MEETING MINUTES

Date:	May 29, 2018
Time:	3:30pm
Location:	Boardroom, 14 Fultz Blvd.
Chair:	John Schubert
Recording Secretary:	Sharon Taylor
Attendance:	<u>Governing Board Members:</u> Ron Brown, Ron Hambley, Christine Payne, Brent Pooles
	<u>Regrets:</u> Julie Fisher, Amanda Jenkyns
	<u>Administration:</u> Ray Karasevich, Paulette Shonoski
	<u>Invitees:</u> Korey Hildebrand, IT Manager; Gursharn Wander, CDCA Instructor

Initials:  Chair  Secretary-Treasurer


CNTD...

1. CALL TO ORDER

Item:	Status:	Description:	Action by:	Due:
1A.	Closed	ESTABLISHMENT OF QUORUM The meeting was called to order at 3:34pm. A quorum of Governing Board members was present.	INFO	

2. CONSENT AGENDA BUSINESS

Item:	Status:	Description:	Action by:	Due:
2.	Closed	CONSENT AGENDA BUSINESS A. Declaration of Conflicts B. Approval of Agenda C. Approval of Minutes of March 20, 2018 D. Acceptance of Executive and Governance Committee Report E. Approval of Management Report F. Approval of Finance Report G. Board Correspondence: Letter from Auditor General H. MITT Accessibility Plan (for information) I. Sexual Violence Policy (for information) J. Communications and Telecommunications Usage Policy (for information) Auditor Recommendation was added to the board agenda as Item 4E. The President shared information about an upcoming presentation by the Secretary of the Provincial Treasury Board taking place on June 21, 2018. Mr. Paul Beauregard will outline the overall direction and fiscal circumstances of the Manitoba government. Cntd next page...	INFO	

Initials:  Chair



 Secretary-Treasurer

CNTD...

2. CONSENT AGENDA BUSINESS (CNTD)

Item:	Status:	Description:	Action by:	Due:
2. (Cntd)	Closed	<p>CONSENT AGENDA BUSINESS (CNTD)</p> <p>The Finance Report was discussed. A surplus remains after allocating expenses discussed with the board in March.</p> <p>Regarding Board Correspondence, the Provincial Auditor General has scoped MITT into their review of post-secondary institution governance in Manitoba. It is considered to be a good opportunity for dialogue about MITT's governance practices, and to gain awareness about best practices at other institutions.</p> <p><u>Motion #11/18 (B. Pooles / C. Payne)</u> "That the agenda, including consent agenda business, be approved as amended."</p> <p><u>CARRIED</u></p>	INFO	

3. BUSINESS ARISING FROM THE MINUTES (N/A)

Initials:  Chair  Secretary-Treasurer

CNTD...

4. NEW BUSINESS

Item:	Status:	Description:	Action by:	Due:
4Ai.	Closed	<p>POLICY REVIEW – PROFESSIONAL DEVELOPMENT</p> <p>The PD policy is an expansion of an existing policy statement that recognizes the importance of board member engagement in professional development. The board budget for PD has been increased for 2018-19 and PD opportunities will continue to be brought forward.</p> <p><u>Motion #12/18 (R. Hambley / R. Brown)</u> "That the Professional Development Policy be approved as policy C-5 for inclusion in the board governance manual."</p> <p><u>CARRIED</u></p>	INFO	
4B.	Open	<p>PROPOSED STRATEGIC PLAN REVISIONS</p> <p>The board reviewed and accepted proposed changes to MITT's strategic plan, including updates to outdated content and changes to certain KPIs in addition to brand updates. A decision was made to extend the timeline of the strategic plan to 2021.</p> <p>Action: S. Taylor will arrange for strategic plan revisions to be made as well as for a generative discussion in 2018-19 on performance, measurement, and MITT's data strategy.</p>	S. Taylor	Sept. 30/18
4C.	Open	<p>NOTICE OF ANNUAL BOARD EVALUATION</p> <p>The annual board evaluation will be circulated electronically and is mandatory for board members to complete.</p>	S. Taylor	Jun. 5/18

Initials:  Chair  Secretary-Treasurer

CNTD...

4. NEW BUSINESS (CNTD)

Item:	Status:	Description:	Action by:	Due:
4D.	Open	CONVOCATION CEREMONIES JUNE 22, 2018 Two grad ceremonies will take place at 10am and 2pm. Board members are asked to confirm their attendance/regrets and morning/afternoon preference. Action: S. Taylor will follow-up to confirm attendance.	S. Taylor	Jun. 5/18
4E.	Closed	AUDITOR RECOMMENDATION P. Shonoski provided background about the RFP process for Audit Services, which concluded with the vetting of three firms and selection of Grant Thornton as MITT's recommended audit firm. <u>Motion #13/18 (R. Hambley / B. Pooles)</u> "That the Governing Board accept the Audit and Finance Committee's recommendation to continue with Grant Thornton as MITT's audit firm for the 2018-19 year, with options to continue for up to five additional years on a year by year basis as outlined in the Grant Thornton proposal." <u>CARRIED</u>	INFO	

Initials:



Chair



Secretary-Treasurer



CNTD...

4. NEW BUSINESS (CNTD)

4F.	Closed	HEALTH INSURANCE FOR INTERNATIONAL STUDENTS A new item was added to the agenda at this point to provide an update on a multi-institution Request for Information from insurance providers for international student health insurance. The RFI has closed and three providers are being considered. None can provide a total replacement for Manitoba Health, which will no longer be available to international students, but the aim is to select a provider with the most comprehensive coverage at the best value. MITT, unlike other post-secondary institutions, is not fiscally able to absorb the cost of health insurance for students, and additionally will incur costs to administer the program.	INFO
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5. STRATEGIC AND GENERATIVE GOVERNANCE DISCUSSION

Item:	Status:	Description:	Action by:	Due:
5.	Closed	CYBER DEFENCE AT MITT Korey Hildebrand and Gursharn Wander joined the meeting. The Chair presented a case study for discussion, following which the invitees presented about cyber security trends and risks, and provided details about MITT's business practices, cyber security controls, and CDCA curriculum.	INFO	

Initials:  _____ Chair  _____ Secretary-Treasurer

CNTD...

6. AGENDA ITEMS FOR NEXT MEETING

Item:	Status:	Description:	Action by:	Due:
6.	Closed	AGENDA ITEMS FOR JUNE 26, 2018 A. Approval of Final Operational Budget for 2018-19 B. Business Plan Update C. Review of Board Evaluation Results D. Board Meeting Schedule 2018-19	INFO	

7. IN-CAMERA MEETING (N/A)


Item:	Status:	Description:	Action by:	Due:
7.	Closed	COMMITTEE OF THE WHOLE (IN-CAMERA) <u>Motion #14/18 (R. Hambley / C. Payne)</u> "That the Governing Board meeting adjourn to committee of the whole (in Camera) at 6:00 p.m." <u>CARRIED</u> <u>Motion #15/18 (B. Pooles / R. Hambley)</u> "That the Committee of the Whole rise and report at 6:20 p.m." <u>CARRIED</u>	INFO	

Initials:  Chair  Secretary-Treasurer

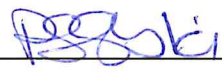
CNTD...

8. TERMINATION

Item:	Status:	Description:	Action by:	Due:
8.	Closed	TERMINATION <u>Motion # 16/18 (R. Brown):</u> "That the Governing Board meeting terminate at 6:20 p.m."	INFO	





Chair



Secretary-Treasurer

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Initials:  _____ Chair  _____ Secretary-Treasurer