

MINUTES
Assiniboine Community College Board of Governors Meeting
4:00 p.m. – January 18, 2022
Virtual

Attendance: Jeff Harwood (Chair), Jody Parsonage, Lori Dangerfield, Harvey Laluk, Lloyd Carey, Dale McKay (Vice Chairperson), Johanne Ross, Mark Frison (President), S. Brichon (CFO), Shaun Cameron (Secretary), Gabriel Toichoa, Derrick Turner, Deanna Rexe, Julie Muller, Sheryl Prouse, Suzanne Nicolas

Guests: none

Regrets: Kelly Wilson,

Roll Call

The meeting was called to order by Jeff Harwood at 4:03 p.m. Attendance (virtual) constituted a quorum.

1. Approval of Agenda

MOTION: Ross/Parsonage

That the agenda be approved as circulated.

CARRIED

2. Approval of Minutes of December 14, 2021 (BG: 21/12/14)

MOTION: Laluk/McKay

That the minutes of December 14, 2021 (BG: 21/12/14) be adopted as presented.

CARRIED

3. New Business:

Policy Renewal B(10) – Order of Succession: Members of the Board of Governors reviewed the proposed changes to Policy B(10) – Order of Succession.

As it stands, board members felt the policy to be solid. There was an enquiry though on the eventuality that the board chair assumes day-to-day operations of the college until a suitable replacement can be found. This would be the sixth position in the management tree (should the president and all subsequent members become incapacitated for any reason). If this were the case, members wondered whether the current liability coverages for provincially appointed board representatives would cover the chair serving in this capacity.

MOTION:

The Board of Governors has tabled **Policy B(10)- Order of Succession**, pending a review of liability coverage for the board chair assuming operational duties at the college in the event the order of succession is exhausted.

CARRIED

4. Reports from Board committees:

i) Finance and Audit Committee: - S. Brichon spoke to the financial statements ending November 30, 2021. Included in the package was the financial statements as well as the synopsis pages.

On the statement of financial position side, not a lot of change in the assets. The capital has increased related to the investment in capital assets (Adult Collegiate, Centre for Creative Media). Liabilities have changed from prior year by approximately \$1.3M related to accrual for payroll and some built in factors pertaining to potential collective bargaining.

S. Brichon also spoke to the changes in financial position due to the shift of Net Asset dollars from unrestricted to internally restricted. This made up the bulk of the financial position changes.

On the statement of operations, we are sitting at a variance of \$1.7M to the positive. With S. Brichon noting we are better positioned than the 2021-budgeted year, but not as good as 2019.

Enrollment is still down relative to budget, but showing some sign of balancing. On the International side, we will meet winter offerings, while on the domestic side; we will be close (given a couple of programs will not run due to low enrollment).

On the grant fees side, we did receive a bit more magnet funding (dollars helping to offset professional development and tuition fees for staff), which provides a positive position relative to budget.

Salaries continue to be over, but as each pay period goes on, that variance decreases based on vacation accrual and other factors. Another note from this section, travel and hospitality related expenses for staff continue to be low (due to pandemic travel difficulties/restrictions).

Market driven training is on track and anticipates meeting their projections. Distance education is slightly above budget, and Continuing Studies continue to be on track for budget.

Based on the current budget forecast, we will be in a small surplus position provided all remains on its current trajectory. January's statements will provide a clearer picture of the position, but as of end of November 2021, we were \$1.7M positive to budget. It is anticipated the year-end result will present a favourable position.

Board had questions as to whether there was any opportunity for increased enrollment locally based on the current concerns in Quebec around enrollment. Given that some institutions operate on a monthly enrollment model, they are likely better positioned to capitalize on this.

MOTION: Carey/McKay

That the financial statements ending November 30, 2021 be approved as presented.

CARRIED

ii) Planning Committee: 2020 ACC Balanced Scorecard 2.0 – G. Toichoa spoke to the new DRAFT Balanced Scorecard. The Scorecard, like previous incarnations, is divided up into four distinct quadrants (Social and Economic Impact, Student Learning, Organizational Learning and

Growth, and Financial Stewardship). Initially, the overview of the scorecard was made in broad strokes, speaking to the metrics of the scorecard, and how the college utilizes the document for assistance with decision-making. This document, although somewhat impacted by the pandemic provides valuable insight into the results of the graduate impact survey, the staff satisfaction survey and the employer satisfaction survey.

Quadrant 1: Social and Economic Impact: G. Toichoa highlighted that graduate employment and graduate outcomes, graduates remaining in the region after graduation, and overall approval ratings of the college remain strong. From an employer standpoint, employer satisfaction is also very strong, with employers indicating a continued willingness to hire and retain Assiniboine educated staff.

Quadrant 2: Student Learning: In general, some slippage occurred due to pandemic impact. Student learning and experience has dipped slightly with enrollment dipping as well. With this said, graduation rates continue to meet targets.

Quadrant 3: Organizational Learning and Growth: Staff participation in professional development due to a dip in travel. Further, some of the training undertaken by staff during the pandemic has not been captured as accurately as hoped due to the remote nature of some of the workforce.

Quadrant 4: Financial Stewardship: There has been some challenges to the financials as well. Some items like parking revenues are down, as are sundry and other revenues (commissions in the cafeteria) etc. G. Toichoa also spoke to the share of payroll dedicated to the teaching area. Currently, 55% of the share of payroll is used for instructing purposes.

Overall, you can see where the pandemic has influenced the scorecard, but the college continues to maintain a stronger than expected response during the pandemic climate.

Board members had enquiries around federal government granting captured in the financial stewardship quadrant. M. Frison spoke to the opportunistic nature of federal government grants. They are not fixed, but have a different rhythm and pattern.

MOTION: Laluk/Parsonage

That the Board of Governors approves the 2020 ACC Balanced Scorecard 2.0 as presented.

CARRIED

College Report: M. Frison spoke to the January 2022 College Report.

Highlights included fundraising updates on the Province of Manitoba Nursing announcement, Tuition Free Heavy Duty Equipment Technician, and other items of note. A full copy of the College Report is available in the board portal.

REPORT RECEIVED BY THE BOARD OF GOVERNORS

MOTION: Milne

To move to a closed session for consideration of closed session agenda items.

5. Closed Session

6. Adjournment – This meeting was adjourned at 5:18 p.m.

Date of next meeting – The next meeting of the Board of Governors will take place at 4:00 p.m., Tuesday, February 22, 2022, via virtual delivery.

Original signed by Shaun Camerons

Secretary

Original signed by Jeff Harwood

Chair