

## MINUTES

### Assiniboine Community College Board of Governors Meeting 8:30 a.m. – Salon D, Elkhorn Resort & Conference Centre, Clear Lake

**Attendance:** Jeff Harwood, Dale McKay, Lloyd Carey, Jody Parsonage, Ruth Mealy, Amanda McGregor, Mona Cornock, Katelyn Sisson, Mark Frison (president), Shannon Brichon (CFO), Shaun Cameron (Secretary)  
**Staff:** Danielle Adriaansen, Deanna Rexe, Amy Doerksen, Julie Muller, Jim Simmons, Anya McNabb, Derrick Turner  
**Regrets:** Carla Milne, Julia Teichroeb  
**Guest:** Jonn Olson (on behalf of the ACCSA)

**Pre-Meeting Presentation:** D. Adriaansen shared a presentation highlighting enrollment projections at Assiniboine.

#### Roll Call

The meeting was called to order by Jeff Harwood at 9:13 a.m. Attendance constituted a quorum.

1. Chair Jeff Harwood called an *In-Camera* session. S. Cameron (Secretary) remained in the room. Minutes of this session are reflected in CS 23 06 06.

The Board of Governors resolved into open session at 9:19 a.m.

2. Approval of Agenda

#### **MOTION: McGregor/Mealy**

That the agenda be approved as circulated.

CARRIED

2. Approval of Minutes of April 18, 2023 (BG: 23/04/18)

#### **MOTION: Cornock/McKay**

That the minutes of April 18, 2023 (BG: 23/04/18) be adopted.

CARRIED

3. **New Business:**
  - i. **Policy Renewal: (B2- Guidelines for Professional Development and Conference Attendance)** This policy establishes a broad guideline for Board participation in professional development opportunities and attendance at conferences.

#### **MOTION: McGregor/Sisson**

That the Board of Governors approve the updates to Policy B3- Guidelines for Professional Development and Conference attendance.

CARRIED

- ii. **Policy Renewal: (B4: New Board member orientation)** Members of the board have requested that the college schedule a financial literacy session with members sometime in the fall schedule for BOG meetings, as in previous instances. As a result, this item will be tabled for review following this session.

**MOTION: Mealy/McKay**

That the Board of Governors table Policy B4- New Board member orientation until Fall 2023.

CARRIED

- iii. **Policy Renewal: (B6: Naming of College Assets)** This policy covers the naming of assets on college campuses in accordance with provincial regulations and current best practices. A small alteration to the committee structure was considered.

**MOTION:**

That the Board of Governors approve the updates to Policy B6- Naming of College Assets.

CARRIED

**4. Committee Updates**

i. **Finance and Audit Committee: Multi-Year Integrated Resource Plan 2023-2026**

A comprehensive update on the financial position was shared with members of the Board of Governors. Items of focus include:

- Domestic and International enrolment is trending slightly lower than the budget.
- The addition of \$100,000 from the Bell (Let's Talk grant) as well as a \$50,000 increase from Manitoba Education and Training for ECE and CCA program development.
- Other items contributing to the positive variance to budget include interest income (\$678K positive to budget), application fees (\$130K positive to budget), tuition fee deposit income (\$91K positive to budget). All three of these show signs of strong numbers moving into the fall and winter semesters.
- Overall favorable operating costs to budget (8%) include material and supplies, travel and related cost, IT and related costs, and contract services. Many of these correct due to timing as the fiscal year progresses.
- International - while enrollment lower than budget in regular programs - cohorts (Food Processing/CHCA and Baking) proceeded as budgeted. Savings in direct expenses are almost all attributable to agent commissions being lower than budgeted.
- Market Driven training exceeds budget projections.

- Academic Division revenues are higher to date than budgeted for this quarter for Ag and related programs as well as CCA. Online programs in Health areas remain strong.
- Continuing Study has seen a slower return to normal since COVID but anticipates slightly exceeding budget for year end.
- Apprenticeship based on purchase schedule for the year but anticipates meeting budget for year end.

**MOTION: Parsonage/Cornock**

That the Board of Governors approve the financial statements ending April 30, 2023.

**CARRIED**

5. **ii. Planning Committee update:** Planning Committee Chair, M. Cornock shared that the committee met 3 times this past year. Items covered include the Balanced Scorecard, Grad Satisfaction survey, and a discussion around creating a Thriving Workplace at Assiniboine.

**MOTION: McGregor/Sisson**

That the Board of Governors receive the report from the Planning Committee dated June 6, 2023.

**CARRIED**

5. **May 2023 College Report** – M. Frison and spoke to items in the May 2023 College report.

**REPORT RECEIVED BY THE BOARD OF GOVERNORS**

6. **Closed Session**

7. **Adjournment** – This meeting was adjourned at 10:45 a.m.

**Date of next meeting** – The next meeting of the Board of Governors is September 26, 2023, at the Victoria Ave. East campus.

**Original signed by Carla O’Greysik**

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Secretary

**Original signed by Ruth Mealy**

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Chair