

**MINUTES**  
**Assiniboine Community College Board of Governors Meeting**  
**4:00 p.m. – September 21, 2021- Virtual session**

**Attendance:** Jeff Harwood (Chair), Johanne Ross, Lori Dangerfield, Carla Milne, Lloyd Carey, Kelly Wilson, Dale McKay (Vice Chairperson), Mark Frison (President), S. Brichon (CFO), Shaun Cameron (Secretary), Derrick Turner, Bobbie Robertson, Ian Grant, Danielle Adriaansen, Jim Simmons, Suzanne Nicolas, Kevin Poirier

**Guests:** David Taggart (Manager, Health & Safety)

**Regrets:** Jody Parsonage, Harvey Laluk

**Roll Call**

The meeting was called to order by Jeff Harwood at 4:02 p.m. Attendance constituted a quorum.

**1. Approval of Agenda**

**MOTION: Carey/Milne**

That the agenda be approved as circulated.

**CARRIED**

**2. Approval of Minutes of June 22, 2021 (BG: 21/06/22)**

**MOTION: Dangerfield/Ross**

That the minutes of June 22, 2021 (BG: 21/06/22) be adopted as presented.

**CARRIED**

- 3. i) Conflict of Interest & Commitment Policy** – Chair, J. Harwood spoke to Board of Governors members updating their COI documents for 2021-22. Please forward them to staff as soon as possible.

**ii) Audit Plan & Audit Engagement Letter** – S. Brichon took members of the Board of Governors through the Audit Engagement letter forwarded to the college by the college appointed auditor BDO. There are portions of this document that represent a standard engagement letter.

T. Birkhan will attend at the October meeting to present the audited financial statement.

**iii) B3 Guidelines for Professional Development & Conference Attendance** – As part of the Office of the Auditor General report one of the items that came up was review of policies of the board. The college considered their options as to whether the board should review all policies at one meeting (as it has been in past), or whether the board could address policy renewal throughout the year with a Board Policy Statement coming to each meeting.

**MOTION: McKay/Milne**

That the Board of Governors has reviewed *Policy B3 Guidelines for Professional Development & Conference Attendance* and felt it was satisfactory.

CARRIED

4. **College Report:** M. Frison and others presented the September 2021 College Report.

**Fall Enrollment Presentation** - D. Adriaansen reviewed the Fall 2021 Enrollment Presentation. Drawing attention to 2021, the college is rebounding fairly well and is tracking to resume a growth trend fairly soon. Domestic and International both look healthy, but the institution remains cautious.

YTD actuals is around 1000 domestic with 165 International. There is room for growth in both cohorts moving forward.

Normal projection for budget is around \$10.043M, YTD the college sits at about \$7.144M. There is about \$3M gap for programming in the winter and spring terms.

Indications are January - May program starts will see consistent enrollment.

One notable item was Community Development, which saw 33 contracts valued at \$1.47M in 2020, and is rebounding with 45 contracts valued at \$8.72M.

**Capital Projects Update** - J. Simmons reviewed the capital projects at Assiniboine highlighting some of the many projects that are underway currently. Some highlights include the Centre for Creative Media, the Assiniboine Community College Adult Collegiate, Assiniboine International, The Learning Curve and Library among other projects.

One of the greatest hurdles to completing the projects at Assiniboine is supplier issues and costs. Many items are delayed or suffering from inflated costs such as computer chips for HVAC systems, steel framing etc.

One item of note, there is approximately 25,000 sq. ft. of space left available at the Victoria Ave. East campus.

**REPORT RECEIVED BY THE BOARD OF GOVERNORS**

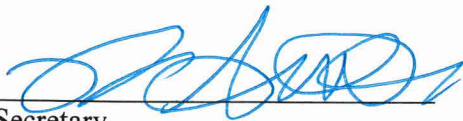
**MOTION: Dangerfield**

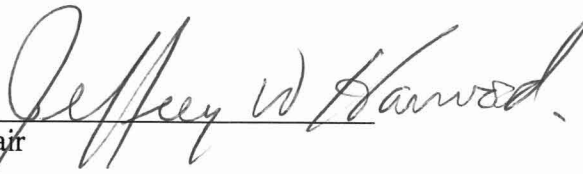
To move to a closed session for consideration of closed session and in-camera agenda items.

5. **Closed Session**

6. **Adjournment** – This meeting was adjourned at 5:48 p.m.

**Date of next meeting** – The next meeting of the Board of Governors will take place at 4:00 p.m., Tuesday, October 19 , 2021, via virtual delivery.

  
Secretary

  
Chair