

**MINUTES**  
**Assiniboine Community College Board of Governors Meeting**  
**4:00 p.m. – April 19, 2022**  
**Virtual**

**Attendance:** Jody Parsonage, Dale McKay, Jeff Harwood, Harvey Laluk, Lloyd Carey, Johanne Ross (virtual), Mark Frison (president), Shannon Brichon (CFO), Shaun Cameron (Secretary)  
**Staff:** Julie Muller, Danielle Adriaansen, Karen Hargreaves  
**Regrets:** Carla Milne, Lori Dangerfield  
**Guest:** Dave Perkins (Chair, MICA, Field to Fork)

**Roll Call**

The meeting was called to order by Jeff Harwood at 4:05 p.m. Attendance (virtual) constituted a quorum.

**1. Approval of Agenda**

**MOTION: Carey/Parsonage**

That the agenda be approved as circulated.

CARRIED

**2. Approval of Minutes of February 22, 2022 (BG: 22/02/22)**

**MOTION: Parsonage/McKay**

That the minutes of February 22, 2022 (BG: 22/02/22) be adopted as presented.

CARRIED

**3. Committee updates:**

- i. **Finance and Audit Committee: Consolidated Audited Financial Statements ending February 28, 2022** - S. Brichon spoke to the financial statements ending February 28, 2022. Included in the package was the financial statements as well as the synopsis pages.

The first item of note was the college received \$2.1M from Western Economic Diversification Canada for capital related to the Centre for Creative Media. As per PSAS compliance, this does flow through to the bottom line, which gives the appearance of a surplus close to \$3.5M for 2021-22. If this money was subtracted, the actual number is closer to \$1.3M as of this statement.

Other items of note include \$52,500 received from Magnet (Employment and Social Development Canada). \$125,000 for the Bell (Let's Talk) grant (this item was budgeted for \$25,000 in 2021-22). Tuition deposit fees are \$130,000 more than budget and Application fees are \$76,000 more than budget.

In looking forward, domestic enrollment is lagging slightly at 88% compared to budget, while actual International enrollment is around 54% compared to budget. The latter remains a lagging indicator of constriction of access during the COVID-19 pandemic. The college remains optimistic this number will rebound as time passes and access to Canada continues to open up. While enrollments are down in regular programs, cohorts (Food Processing, CHCA, Baking) are running with some time to budget differences. There are some savings in indirect International expenses due to COVID measures.

Parking and Ancillary revenue is slightly higher than budget. This budget line was decreased from \$110K in in prior years to \$64.5K due to remote classes and less students/staff onsite.

Market Driven Training contracts are running as budgeted/cash flowed at this point.

Academic Division revenues are slightly higher to date than budgeted for, this is related to more courses (such as those in the health area) being delivered online.

Continuing Studies has seen a couple of cancellations due to limited face-to-face delivery during COVID.

Finally, Apprenticeship is based on purchase schedules for the year. A slight difference in GAP training weeks. Salaries remain favourable here.

**MOTION: Parsonage/McKay**

That the financial statements ending February 28, 2022 be adopted as presented.

CARRIED

**4. New Business:**

- i. **Enrollment Presentation:** Danielle Adriaansen shared with the members of the Board of Governors an overview of the current enrollment numbers for fall 2022 programs. The presentation covered regular on-campus programs, international cohorts, apprenticeship levels, and community development work.

Students enquiring to come to Assiniboine go through a conversion funnel, whereby they move from prospects to enrolled students. Each step is accompanied by in-depth work to assist students in accessing programming that will ultimately help the student find success.

In looking at a snapshot of where we are at comparable to 2020, the regular base programs are on track, if not trending slightly higher than 2020 numbers. This is as a result of a number of external factors, most of all being the current pandemic climate, and a hopeful return to more of a traditional delivery format in fall 2022. Tuition deposits remain relatively stable across programs, with some fluctuation due to the School of Nursing and rotating intakes and timing differences.

Some observations, the tuition fees and budget will be comparable to the last fiscal year.

The enrolment projections made last year when budgeting were perhaps more optimistic than what the college will budget for in the coming year. This, again, is mostly due to the

fact that pandemic conditions are lingering on longer than originally felt would be the case. A conservative approach to budgeting in 2022 will see smaller variances this year as the college budgets close to what the perceived actuals will be as there are more realities than in 2020-21 when institutions were unsure about how pandemic conditions would ultimately impact the short to medium term enrollment numbers.

In summary, the fall is shaping up to see strong enrolment, but the institutions must remain cognizant of lagging pandemic indicators among other external factors that could impact budgeting. A continued effort will monitor international enrolment, as well as recruitment efforts in programs with space available.

## **REPORT RECEIVED BY THE BOARD OF GOVERNORS**

- ii. **Multi-Year Integrated Resource Plan:** Shannon Brichon and Dave Perkins led the members of the Board of Governors through the DRAFT Multi-Year Integrated Resource Plan (and budget document) 2022/23- 2024/25.

In October 2018, the Board of Governors approved a refreshed strategic direction that charts a clear course for its future direction. The strategic direction is based on three pillars: an unparalleled student experience, quality programs that are responsive to Manitoba's labour market, and outreach and engagement efforts that support economic growth. The Multi-Year Integrated Resource Plan captures this direction relative to programs and goals of the institution.

Programs were reviewed by the board on a school by school basis. This review included outlook for the coming year, potential issues that may arise, current climate, pandemic challenges, programmatic requirements, and a plan for the next three years of the document.

S. Brichon also took members of the board through the budgetary submission for the coming year. The college is again presenting a balanced budget to government. The 2022-23 budget was balanced using resource reallocation and prioritization, and includes objectives such as incorporating multi-year planning perspectives for both operating and capital expenditures to help accurately predict future years. The budget process was also streamlined and simplified which allows budget managers the ability to further develop plans that focus on strategic objectives and initiatives, and finally the college further stood by the commitment to provide programs and services that maximize dollars directed towards students and their success.

Further items of note: The total revenue for 2022-23 fiscal year is estimated at \$60M, with provincial and other grants representing 57% of the total revenue. The budget has an increase of \$18K to the Adult Learning Centre operating grant, no change to apprenticeship weekly rate and a decrease in weeks purchased, an increase of 0.6% on the provincial grant, and a tuition increase of \$250 per program. In 2022-23, the tuition per credit is \$55.05, a course fee increase of 2% to each level, and a decrease of the international tuition multiplier.

Total expenditures for 2022-23 are estimated at \$45.5M, a profile that remains consistent with previous years. Salary and benefits make up 70% of the total expenditures, with 30% of the operating budget related to non-salary related expenses. Lastly, capital

expenditures for instructional equipment and facilities continues to be historically underfunded by the province. ACC will invest \$2.15M in capital to address the significant academic capital needs.

Following a round of questions surrounding the budget, the following motions were presented and adopted by the Board of Governors.

**MOTION: McKay/Carey**

That the Board of Governors approve a base tuition increase of \$3.70 per credit effective the 2022-23 academic year.

CARRIED

**MOTION: Laluk/Carey**

That the Board of Governors approves a 4.6 times multiplier on International base tuition for the 2022-23 academic year.

CARRIED

**MOTION: Parsonage/Ross**

That the Board of Governors approve course fee increase of 2% to all levels.

CARRIED

**MOTION: McKay/Ross**

To approve the budget for 2022-23 as presented.

CARRIED

**College Report:** M. Frison spoke to the March/April 2022 College Report.

Highlights include: The selection of rural rotating nursing sites being announced, the CEL Group of Companies contributing to the Prairie Innovation Centre, and the Cougars hockey team winning the national championship at the recent tournament in St. Louis, MO.

**REPORT RECEIVED BY THE BOARD OF GOVERNORS**

**MOTION: Laluk**

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

5. **Closed Session**

6. **Adjournment** – This meeting was adjourned at 5:16 p.m.

**Date of next meeting** – The next meeting of the Board of Governors will take place at 4:00 p.m., Tuesday, May 24, 2022, in the Cafeteria Classroom, Victoria Ave. East campus.

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Secretary

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Chair