

Manitoba  
Council on Post-Secondary Education

**Annual Report**  
**2003 – 2004**

Manitoba 

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**MINISTER OF ADVANCED EDUCATION AND TRAINING**

Room 156  
Legislative Building  
Winnipeg, Manitoba R3C 0V8  
CANADA

To His Honour,  
John Harvard, P.C., O.M.  
Lieutenant-Governor of Manitoba  
235 Legislative Building  
Winnipeg, Manitoba R3C 0V8

May it Please Your Honour:

I have the privilege of presenting for the information of Your Honour the Annual Report of the Council on Post-Secondary Education for the fiscal year ending March 31, 2004.

Respectfully submitted,

A handwritten signature in black ink that reads "Diane McGifford".

Diane McGifford, Ph.D.  
Minister



Council on Post-Secondary Education ❖ Conseil de l'enseignement postsecondaire

September 10, 2004

Honourable Diane McGifford  
Minister of Advanced Education and Training  
162 Legislative Building  
Winnipeg, Manitoba R3C 0V8

Dear Minister:

It is my honour to submit for your approval, the seventh annual report of the Council on Post-Secondary Education for the year ended March 31<sup>st</sup>, 2004.

The Council's seventh year of operation was highlighted by several activities that involved programming, policy, finance, and accountability.

In 2003/04, the Council approved \$1,551,900 for new strategic programs and \$514,200 to support projects that restructure aspects of the post-secondary education system. Under the College Expansion Initiative, the Council approved \$7,300,000 for new or expanded college programs.

The Council Secretariat maintained involvement in several policy-related activities primarily in the areas of nursing and health education, prior learning assessment and recognition, ACCESS programming, credit transfer and articulation, expansion of learning technologies, and through extensive committee participation. In 2003/04, the Council continued its work in the program costing and indicators projects, assisted in the development of the University College of the North, conducted an internal review of the ACCESS programs, and completed many other projects.

Additionally, for the second year, the Statistical Compendium in CD-ROM format is being released with this annual report.

An audited balance sheet and an audited statement of the Council's revenues and expenditures are included.

Respectfully submitted,



Muriel Smith  
Chair

# Table of Contents

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<b>Chapter I</b> .....	<b>9</b>
1.0 Strategic Direction of the Council on Post-Secondary Education .....	9
1.1 Overview.....	9
1.2 Mandate.....	9
1.3 Strategic Planning.....	10
1.3.1 Guiding Principles .....	10
1.3.2 Goals of the Council.....	11
1.3.3 Conflict of Interest Bylaw .....	11
<b>Chapter II</b> .....	<b>12</b>
2.0 Activities of the Council on Post-Secondary Education .....	12
2.1 Program.....	12
2.1.1 Strategic Programs Envelope .....	12
2.1.2 System Restructuring Envelope.....	17
2.1.3 Existing Projects Funded in Previous Years .....	18
2.1.4 Other Council-Funded Projects.....	18
2.1.5 The College Expansion Initiative.....	20
2.2 Policy Activities .....	24
2.3 Finance.....	29
2.3.1 Operating Budgets .....	29
2.3.2 Major Capital.....	29
2.3.3 Projects.....	30
2.3.4 New Major Capital Funding Initiatives.....	31
2.4 Accountability.....	32
<b>Chapter III</b> .....	<b>34</b>
Audited Financial Statements of the Council on Post-Secondary Education .....	34
Responsibility for Financial Statements .....	35
Auditors' Report.....	36
<b>Chapter IV</b> .....	<b>46</b>
Universities Grants .....	46
Community Colleges Grants.....	48
Access Program Grants.....	49
<b>Chapter V</b> .....	<b>51</b>
A Summary of Enrollment and Graduation in the Manitoba Post-Secondary Education System.....	51
<b>Chapter VI</b> .....	<b>52</b>
Membership of the Council on Post-Secondary Education.....	52
Secretariat of the Council on Post-Secondary Education .....	53

# Chapter 1

## 1.0 Strategic Direction of the Council on Post-Secondary Education

### 1.1 Overview

The Council on Post-Secondary Education (COPSE) is the provincial government agency responsible for planning and coordinating the development of a post-secondary education system that promotes excellence in and accessibility to education. Created by an Act of the Manitoba Legislature in November 1996, the Council commenced operation in April 1997. The Council facilitates the coordination and integration of post-secondary education, reviews and approves university and college programming, provides advice and policy direction to the Government, and promotes fiscal responsibility and accountability in the post-secondary education system.

The Council is responsible for the allocation of funds to the province's eight public post-secondary institutions, comprising the University of Manitoba, the University of Winnipeg, Brandon University, Red River College, Assiniboine Community College, Keewatin Community College, Collège de Saint-Boniface and École technique et professionnelle. The Council also provides grants to four private religious institutions in Manitoba, comprising Steinbach Bible College, Providence College and Seminary, William and Catherine Booth College, and the Canadian Mennonite University. In addition, a grant is provided to the Winnipeg Technical College.

The Council acts as an intermediary between the post-secondary institutions and the Government. It is composed of eleven members appointed by the Lieutenant Governor in Council, including a chairperson. Reporting to the Council is a staff Secretariat of nine provincial civil servants. The Secretariat undertakes a number of activities and projects designed to fulfill the mandate as specified in *The Council on Post-Secondary Education Act*, and to meet the goals established by the Council and the Department of Advanced Education and Training. The Secretariat also works, in consultation with the universities and colleges, to support Council members to develop policy and financial accountability.

### 1.2 Mandate

The mandate of the Council on Post-Secondary Education, as stated in the *Council on Post-Secondary Education Act*, is “. . . to plan and co-ordinate the development of a post-secondary education system in the province that promotes excellence in and accessibility to education, supports the co-ordination and integration of services and facilities, and promotes fiscal responsibility.”

## 1.3 Strategic Planning

The Council held two Planning Sessions in 2003/04, in the course of which members revised the Council's goals and developed a three-year Strategic Plan.

The Council's Strategic and Operational Plans integrate the goals and priorities of the Department of Advanced Education and Training's strategic plan, as well as those found in the *Manitoba Training Strategy* and the *Aboriginal Education and Training Framework*.

### 1.3.1 Guiding Principles

The Council utilizes the following principles to guide its work.

The Council's decisions will be:

- Timely
- Fact-based
- Consistent with a systems approach
- Consultative
- Balanced with social, cultural, and economic priorities.

The Council will:

- Be proactive
- Encourage program innovation
- Encourage institutions to work together and promote portability of credentials that individuals bring
- Encourage institutions to work with the marketplace to deliver relevant programs
- Promote the importance of post-secondary education
- Encourage research relevant to the priorities of Manitoba
- Foster the application of technology.

The post-secondary education system will be:

- Cost effective
- Accessible
- Accountable
- Learner focused
- Transparent
- Articulated and integrated
- Relevant.

### **1.3.2 Goals of the Council**

1. Improve accessibility to post-secondary education in Manitoba.
2. Improve access and participation in post-secondary education for Aboriginal Manitobans.
3. Develop a stronger sense of 'system' in the post-secondary system in Manitoba by
  - a) Increasing articulation among Manitoba's post-secondary institutions;
  - b) Creating greater coherence in Manitoba's post-secondary policy framework.
4. Develop mechanisms to promote sustainable infrastructure in post-secondary education in Manitoba by
  - a) Assisting post-secondary institutions in addressing the need for additional human resources;
  - b) Addressing facilities and deferred maintenance issues at post-secondary institutions.
5. Improve the Council's dialogue with the post-secondary community about post-secondary education in Manitoba.
6. Develop new and improved accountability mechanisms for institutions.

### **1.3.3 Conflict of Interest Bylaw**

In February 2004, the Council passed a Conflict of Interest Bylaw.

# Chapter II

## 2.0 Activities of the Council on Post-Secondary Education

The Council's seventh year of operation was marked by a number of important activities that were closely linked to the goals of the Council's Strategic and Operational Plans.

The ongoing activities that comprise the work of the Council and staff Secretariat were structured around the following areas:

1. Program
2. Policy
3. Finance
4. Accountability

### 2.1 Program

#### 2.1.1 Strategic Programs Envelope

The purpose of the Strategic Programs Envelope is to provide additional funding to post-secondary institutions for the development of new or expanded programs that respond strategically to the needs of Manitoba's social, cultural, economic or labour market situations and are complementary to existing programs. This envelope funded university activity only as the College Expansion Initiative funded the college programs.

Given the limited funds in the envelope, each university was asked to rank in order of priority the proposals submitted. The Council reviewed each university's request in light of proposals submitted from all universities, the best use of limited resources, and the link to the purpose noted above.

The Council approved a total of \$1,551,900 in funds for new programs under the Strategic Programs Envelope. These programs include:

#### **Brandon University**

- ***Bachelor of Arts in Creative Arts - (\$63,000 to commence in 2005/06)***

The Bachelor of Arts Major in Creative Arts is an interdisciplinary program allowing students the opportunity to create unique combinations of study within the Creative Arts traditions. The program allows for an integration of interests in two of the following streams: Art (Visual or Aboriginal), Drama, Music, and Creative Writing. The combined major requires a minimum of two 30-credit hour streams as part of a 120-credit, four-year degree. Additionally, students must obtain credits in the humanities, natural sciences and social sciences. The ability to combine Creative Arts interests helps program



graduates meet learning objectives in the areas of performance, creative thinking, written skills, interpretation, and artistic expression.

- ***Visual and Aboriginal Arts Studies (VAAS) Program - (\$422,200 in total; \$202,900 in 2003/04)***

The Visual and Aboriginal Arts Studies (VAAS) is a four-year professional Bachelor of Fine Arts degree program offering students the opportunity to major in Visual and Aboriginal Art. In addition to Aboriginal Art, courses are required in Ceramics, Painting, and Digital Media and Design. Students are trained in the basic fine arts foundation courses in drawing and design and art history theory.

In partnership with Assiniboine Community College, students in the Digital Media and Design option also learn to incorporate digital design to display their work. Technical training is provided in a broad range of applications with Digital Media and Design through the College's Web Design Diploma. In addition to training in indigenous art histories, art practices and post-colonial theory, graduates will have the capability to utilize digital technology for creative, business management and marketing pursuits.

### **University of Manitoba**

- ***Manitoba Research Data Centre - (\$150,000 over three years; \$50,000 in 2003/04)***

The Council approved the establishment of a Manitoba Data Research Centre (RDC) that will give social scientists and graduate students in Manitoba local access to Statistics Canada survey data. The RDC will accommodate researchers from other provinces and those in the non-profit, academic, and government sectors. The Centre will initially house data from five longitudinal surveys, as well as from cross-sectional surveys as they become available. The RDC is expected to encourage the efficient use and sharing of resources across sectors, and provide a basis for public policy development in Manitoba.

- ***Centre in Transportation, Logistics and Supply Chain Management - (\$400,000 over four years; \$60,000 in 2003/04)***

In 2001/02, the Council approved funds to support the establishment of a Centre in Transportation, Logistics and Supply Chain Management. This included development of an undergraduate program, and a portion of a master's program. In April 2002, the Transport Institute was transferred from the Faculty of Agriculture and Food Sciences to the I.H. Asper School of Business.

In 2003/04, funding was approved to create a new department, including new faculty that will house the areas of Logistics, Transport, and Supply Chain Management. This new department includes related disciplines of operations management, management science, and management information systems. When developed, this new department and the Transport Institute will become the core of the Centre, and an integral part of the Asper School of Business.

## University of Winnipeg

- ***3-Year and 4-Year B.A. Program with a Major in Rhetoric and Communications- (\$93,000 over three years; \$45,000 in 2003/04)***

The Council approved funding for this proposed Major as a three-year experimental program, and not as a base-adjustment. The program will be assessed in three years to determine its success and future viability. Delivery of the 4-year Major will depend on the success of the first three years. The graduation requirement is 90 credit hours for the 3-Year Program, and 120 credit hours for the 4-Year Program.

Building on the success of the University's Centre for Academic Writing, this Major teaches students to acquire broad rhetorical knowledge and critical thinking and writing skills. Students will develop practical and analytical capabilities with new communicative technologies, and learn to draft, proofread, revise and edit texts in a variety of genres. Program graduates will be highly adaptable communicators who combine writing expertise with a broad knowledge of rhetoric. Graduates are expected to work in writing and professional occupations in public relations and communications with government or private sector employers.

- ***3-Year and Honours Majors in Aboriginal Self-Governance - (\$205,500 over three years; \$142,800 in 2003/04)***

The joint University of Winnipeg/Red River College Aboriginal Self-Governance Program is intended to prepare Aboriginal students for the challenge of self-governance, and to make non-Aboriginal students more aware of the issues of self-governance. While the RRC component focuses largely on practical skills, the UW component emphasizes the conceptual and analytical skills needed to meet the demands of moving toward self-governance.

There are two routes into the joint program. Students may choose to complete the two-year Aboriginal Self-Governance Diploma Program at RRC, and then complete two years at the UW to earn the joint (B.A. or Honours) degree. Or, students may begin the program at UW, and then move to RRC. Upon completion of the program, graduates will be prepared for administrative and leadership positions with their bands, and with an increasing number of organizations seeking qualified Aboriginal persons.

- ***Masters Program in Marriage and Family Therapy - (\$90,900 in total; \$69,900 in 2003/04)***

As the only accredited program of its kind in Manitoba, and the only graduate program offered at the University of Winnipeg, the Master's Program in Marriage and Family Therapy offers both a Certificate and a Master's degree. The Certificate is available for those wishing to specialize in family therapy. The Master's degree is available to those wishing to complete the full range and depth of comprehensive theoretical and clinical therapy training.

Graduates of the program will help meet the growing demand for well-trained professionals able to provide therapy resources to families, couples, or individuals in a variety of agency and community settings.

The following programs were approved. However, funding was not required.

### **University of Manitoba**

- ***Bachelor of Science – Minor in Ecology***

The Council approved the development of a minor in Ecology within the Bachelor of Science Program. The Ecology minor consists of a subset of existing courses already available within the Faculty of Science. This program allows students in other disciplines to pursue an area of related academic interest by enhancing hands-on skills (both laboratory and field-based) that are applicable to solving ecological problems.

- ***Master of Science in Management***

One of the few programs available in Canada, the Master of Science in Management Program combines existing courses from the I.H. Asper School's Ph.D. and MBA programs, as well as courses offered by the Faculties of Arts and Science. This specialized degree program differs from the MBA in that it allows for specialization in one of the areas of management education, and development of strong research skills. Program graduates will be well positioned to undertake additional graduate study or to work in related research, as consultants, or in teaching positions.

- ***Bachelor of Environmental Science, Bachelor of Environmental Studies***

The Council approved two new degree programs created through a reconfiguration of new and existing courses offered within the Faculty of Environment. General, Major and Honours degree programs are available leading to either a Bachelor of Environmental Science or Bachelor of Environmental Studies. In addition to advanced study in the environmental field, students are expected to take several courses outside the Faculty of Environment, thus enabling them to obtain an interdisciplinary education. A co-operative education option is available to students registered in either the Major or Honours degree programs in Environmental Science or Environmental Studies.

The following existing programs which were approved in previous years, received ongoing additional funding from the Strategic Programs Envelope in 2003/04.

### **University of Manitoba**

- *Bachelor of Medical Rehabilitation (Occupational Therapy and Physical Therapy) - (\$1,705,900 over four years; \$511,000 in 2003/04)*
- *Aboriginal Child and Family Services Diploma (Part-time offerings) - (\$201,100 over five years; \$27,000 in 2003/04)*
- *Aboriginal Child and Family Services Diploma (Full-time offerings) - (\$1,403,100 over six years; \$269,300 in 2003/04)*
- *Baccalaureate Program in Respiratory Therapy - (\$143,800 over three years; \$56,000 in 2003/04) (\$328,700 transferred from the Winnipeg Regional Health Authority to UM in 2002/03)*
- *Interdisciplinary Master's Program in Disability Studies - (\$145,000 over two years; \$78,000 in 2003/04)*
- *Partners Program – Faculty of Architecture - (\$120,000 over three years; \$40,000 in 2003/04)*

## 2.1.2 System Restructuring Envelope

The System Restructuring Envelope is designed to support projects that restructure some aspect of the post-secondary education system in Manitoba. Examples of projects that have accessed funds from this envelope are those that incorporated learning technologies in the delivery of programs, services that supported activities which improved Aboriginal participation rates in university and college, or initiatives that promoted the use of prior learning assessment and/or enhanced credit transferability and articulation in the post-secondary system. The Council funds System Restructuring projects for up to a maximum of three years.

A total of \$514,200 supported the following innovative restructuring projects in Manitoba's colleges and universities in 2003/04.

### Brandon University

- ***Restructuring of the Undergraduate Nursing Program from the University of Manitoba (Brandon Site) to Brandon University - (\$210,000 over three years; \$75,000 in 2003/04)***

Funds were approved to facilitate the transfer of the Undergraduate Nursing Program (Bachelor of Nursing, B.N.) from the University of Manitoba (Brandon Site) to Brandon University. The program moved into the new Health Studies Building at Brandon University in September 2003. Brandon University will assume administrative responsibility for program delivery in September 2004. This program creates a second four-year baccalaureate nursing program in Manitoba, thereby decentralizing nursing education to enable the development of a rural focus for the program.

### Collège de Saint-Boniface

- ***Bibliothèque Alfred-Monnin Management System - (\$64,100 over two years; \$33,200 in 2003/04)***

The Collège received funds to update its information management system at the Alfred-Monnin Library. As part of the update, the Collège will transfer its data to the University of Manitoba's computer servers. This will give Collège staff and students access to a much larger library system, and will realize savings in both human and financial resources. The project also facilitates sharing of resources with other members of the Manitoba Library Consortium, and with French post-secondary institutions in Canada.

### **2.1.3 Existing Projects Funded in Previous Years**

The following existing projects approved in previous years, received System Restructuring funding in 2003/04.

#### **Collège de Saint-Boniface**

- *English as a Second Language - (\$150,000 in total; \$50,000 in 2003/04)*
- *Internet Bank of Resources - (\$130,000 in total; \$45,000 in 2003/04)*
- *Electronic Publication of the À Vous Collection - (\$138,000 in total; \$56,000 in 2003/04)*

#### **University of Manitoba**

- *Allied Health Program Coordinator - (\$150,000 in total; \$50,000 in 2003/04)*

#### **University of Winnipeg**

- *Taking the Next Step: Transition Year - (\$150,000 in total; \$50,000 in 2003/04)*
- *Restructuring Special Needs Programs and Delivery - (\$180,000 in total; \$60,000 in 2003/04)*

#### **Red River College**

- *Prior Learning Assessment Practitioner Training - (\$150,000 in total; \$50,000 in 2003/04)*

#### **Keewatin Community College**

- *Eco-Tourism On-line - (\$90,000 in total; \$30,000 in 2003/04)*

### **2.1.4 Other Council-Funded Projects**

Other projects funded by the Council in 2003/04 included the following:

#### **Winnipeg Technical College**

- ***Prior Learning Assessment and Recognition - (\$15,000)***

In 2002/03, the Council approved a one-time only contribution of \$15,000 in partnership with Employment and Training Services to fund a Prior Learning Assessment and

Recognition half-time support position at the Winnipeg Technical College. In 2003/04, the Council approved funds of \$15,000 toward the PLAR initiative for one more year.

### **Universities, Colleges, and Winnipeg Technical College**

- ***Prior Learning Assessment and Recognition - (\$520,000 in total; \$421,500 to commence in 2004/05)***

The Council approved funds to support eight permanent Prior Learning Assessment and Recognition positions (\$65,000 each) at the four universities, three colleges and the Winnipeg Technical College. Over the last three years, funding to the institutions was provided by Employment and Training Services (ETS). In 2004/05, the Council will assume responsibility for these grants which will be phased in over two years, recognizing the partial 2004/05 contribution provided by ETS.

## 2.1.5 The College Expansion Initiative

The College Expansion Initiative (CEI) supports the growth of Manitoba's public college system. CEI does this by working collaboratively with the four public colleges, and with the Council on Post Secondary Education.

All four institutions, Red River College, Assiniboine Community College, Keewatin Community College and École technique et professionnelle have worked with CEI to develop multi-year expansion plans. These plans capture each college's vision for a specific area of expansion that draws upon the strengths of the college.

All CEI proposals are presented to the Council for approval, as the Council has the authority to grant funding approval for all expansion activity.

CEI's total investments in Manitoba's college system in 2003/04 total \$7,300,000. The CEI programs and strategic initiatives approved by the Council in 2003/04 include the following:

### **Assiniboine Community College (ACC)**

- ***Computer Support Specialist Diploma - (\$189,200)***

The Computer Support Specialist Diploma is a two-year program offered at ACC's Parkland Campus in Dauphin beginning in September 2004. The aim of this program is to produce multi-skilled computer support technicians. More specifically, the program provides students with skills in computer networking, website programming and maintenance, business software installation and application, graphic design, and basic business skills.

- ***Early Childhood Education (Workplace Model) Diploma - (\$127,500)***

The Early Childhood Education (ECE) Workplace Model Diploma is a two-year program offered at ECE workplaces in the ACC catchment on a rotating basis beginning in September 2004. As this program provides ECE Diploma education in the workplace, it has a longer duration than a regular program; approximately 2.5 – 4 years. Students undergo an extensive prior learning assessment at the beginning of the program, and can gain credit for relevant prior experience. Following this process, students work toward provincial ECE level 2 certification. Graduates of this program are eligible for employment as certified childhood educators at daycares across Manitoba and elsewhere.

- ***Aboriginal Community Development Certificate - (program approved with \$85,600 in 2004/05 funding)***

ACC's Aboriginal Community Development program is an essential component of the Tri-college Community Development / Community Economic Development Initiative. This program will begin in September 2004 by distance, and encompasses both certificate and diploma streams. The certificate will provide curriculum that is common to all three colleges (ACC, KCC, & RRC). The second year (diploma year), however, will be specific



to ACC with content focused on aboriginal and rural development issues. This program aims to build capacity among both current and future CD/CED practitioners.

- ***Integrated Comprehensive Health Care Aide (CHCA) Certificate – Mature Student High School (MSHS) Diploma - (\$86,600)***

The integrated CHCA Certificate – MSHS Diploma will begin in September 2004. This intensive 10-month program will allow students without a high school credential to upgrade at the secondary level, while also completing a post-secondary certificate in the health care field. Graduates of this program would also meet the pre-requisites for other college and university programs, including the practical nursing program. This program is intended to serve Aboriginal and other under-represented groups.

- ***Power Engineering Certificate - (\$65,800)***

The Power Engineering Certificate is a one-year program, which begins in September 2004. Power engineering technologists control large, complex power and process systems, such as steam engines, air compressors, generators, turbines, air conditioning units, refrigeration equipment, and a host of other equipment and processes. Power engineering graduates will be prepared for a wide variety of careers in industry and government working with the systems noted above.

- ***Accounting & Finance Advanced Diploma - (\$27,000 – One Time)***

The one-year Accounting and Finance Advanced Diploma is scheduled to begin in September 2004. This program has been designed to provide graduates of Business Administration (BA) Diploma programs with more options for obtaining professional designations beyond their BA Diploma. These designations include the Certified General Accountant (CGA) Level 3, Certified Managerial Accountant Level 3, and the necessary prerequisites to write the Certified Financial Planners (CFP) exam.

### **École Technique et Professionnelle (ETP)**

- ***Web Master Certificate - (\$82,500)***

ETP's distance delivered Web Master Certificate will begin in January 2005. This program will provide students with the fundamental skills necessary to enter the field of web site development and design. As part of a tri-college partnership with other French language colleges in Canada, students will be able to complete a major area of studies in multimedia, programming, or networking.

### **Keewatin Community College (KCC)**

- ***Regional Centres - (\$525,000)***

Three new regional centres were funded in 2003/04 in the following northern communities: Island Lake, Norway House, and Pukatawagan. These regional centres are in addition to six others that have been funded in previous years. Regional centres form the centerpiece of KCC's strategy to increase community-based educational opportunities in Manitoba's remote northern communities.

- ***Community Development / Community Economic Development Certificate / Diploma - (\$115,000)***

KCC's Community Development – Community Economic Development (CD-CED) program is an essential component of the Tri-college CD - CED Initiative. This program will begin in September 2005 by distance, and encompasses both certificate and diploma streams. The certificate will provide curriculum that is common to all three colleges (ACC, KCC, & RRC). The second year (diploma year), however, will be specific to KCC with content focused on northern development issues. This program aims to build capacity among both current and future CD/CED practitioners.

### **Red River College (RRC)**

- ***Phase 2 Expansion of the Princess Street Campus - (\$2,593,500)***

A central component of RRC's transformation into a leader in "new economy" programming, the Princess street campus phase 2 was opened in September 2003. This brings CEI's total investment in Princess to approximately \$3,700,000 per year. The opening of phase 3 and the remaining provincial investment in this campus will occur in 2004/05. At maturity, the Princess Street Campus will bring over 2,000 students to Winnipeg's downtown.

- ***Phase 4 Expansion of the Distance Education Division - (\$200,000)***

Over a four-year period CEI has made significant investments in RRC's distance delivery capacity. This will allow the college to develop the internal expertise and capacity required to systematically transform its offerings into online formats. The fourth and final phase of funding brings total CEI investment in this initiative to approximately \$800,000.

- ***Business Administration Diploma – E-Business Option - (\$322,600)***

The Business Administration Diploma currently offers majors in accounting, administration, marketing, and office management. The fifth major, E-business, will begin in September 2003 out of the college's Princess Street Campus. This program utilizes laptop technology and provides significant second year course content in E-business related functions. The program is designed to provide a broad business background.

- ***Computer Analyst / Programmer (CA/P) Integrated Diploma - (\$241,200)***

The CA/P Integrated Diploma program provides students with skills in computer application development and systems analysis and design. The integrated program is unique in that it extends the regular CA/P program from two to three years in order to provide additional developmental instruction and guidance to traditionally under-represented groups. This program will begin in September 2004 at the college's Princess Street Campus.

- ***Electrical/Electronic Engineering Technology (EET) Integrated Diploma - (\$402,600)***

The EET Integrated Diploma program provides students with the knowledge and skills to test, repair, and develop a wide variety of electronic equipment. The integrated program is unique in that it extends the regular EET from two to three years in order to provide additional developmental instruction and guidance to traditionally under-represented

groups. This program will begin in September 2004 at the college's Princess Street Campus.

- ***Community Development / Community Economic Development Diploma with Certificate Exit - (\$261,000)***

RRC's Community Development – Community Economic Development (CD-CED) program is an essential component of the Tri-college CD-CED Initiative. This program will begin in September 2004 at the college's Princess Street Campus, and encompasses both certificate and diploma streams. The certificate will provide curriculum that is common to all three colleges (ACC, KCC, & RRC). The second year (diploma year), however, will be specific to RRC with content focused on urban development issues. RRC will also offer internships for both community members and CD/CED practitioners. Internship participants will receive course credit toward the diploma. This program aims to build capacity among both current and future CD/CED practitioners.

- ***Technology Management Advanced Diploma - (\$141,200)***

This new one-year advanced diploma is designed to prepare technologists and others employed in technical fields to succeed in supervisory and managerial positions. Strategies for succeeding in an environment of research and development, rapid competitive change, sustainable development, and globalization are among the issues covered in this program. The program began in September 2003 at the college's Princess Street Campus.

- ***Life Sciences and Biotechnology Training Initiative - (\$1,250,000)***

This initiative consists of six distinct programs designed to build capacity within Manitoba's life sciences and biotechnology sector. The following programs will form the core of the initiative; (1) Pharmaceutical Production Certificate; (2) Applied Pharmaceutical Technologies Advanced Diploma; (3) Quality Systems and Applied Research Advanced Diploma; (4) Quality Assurance / Quality Control Advanced Diploma; (5) Clinical Research Certificate; and (6) Research Support Advanced Diploma. While some of the training will focus on basic pharmaceutical manufacturing competencies, the bulk of this initiative's programs will be aimed at highly skilled scientific professionals who require advanced, industry specific training in research, management, and quality processes. The first two manufacturing programs will begin in September 2004, with the remainder phased in over the following two years.

- ***Stevenson Aviation Capital Funding - (\$275,000)***

Since its inception, CEI has funded a number of programs at Stevenson Aviation and Aerospace Training Centre (SAATC) including a Certificate in Aerospace Manufacturing (2000), the Aircraft Maintenance Engineer Diploma Program (2001), and the Gas Turbine Technician Certificate (2001). To ensure the ongoing viability of this training centre, funding has been appropriated in 2003/04 for critical capital requirements including ongoing technology / training aid upgrades.

## **2.2 Policy Activities**

During the year, the Council Secretariat participated in several activities related to post-secondary education policy. These activities fall into general categories related to Government committees, Health, Prior Learning Assessment and Recognition, Sustainable Development, Northern/Aboriginal/ACCESS programs, Technology, as well as those that are community-based, inter/intra-departmental, inter-provincial, and national in scope.

### **1. Tuition Fee Policy**

Worked with Government on the policy to maintain tuition at public universities and colleges for the 2003/04 academic year at a level that is 10% below the 1999 level. This policy extended the benefit of the 10% tuition fee reduction plan for a fourth year.

As part of the development of this policy, Council staff undertook research into issues of affordability of post-secondary education in Manitoba.

### **2. Red River College Princess Street Executive Steering Committee**

Participated on the Committee managing the construction of the Red River College Princess Street Campus.

### **3. Co-operative Education Tax Credit**

Council staff worked with Manitoba Finance on the development of the Co-operative Education Tax Credit, announced in the 2003 Provincial Budget. The purpose of the tax credit is to encourage businesses to hire students, to encourage students to live and work in Manitoba, and to increase co-operative education in Manitoba. The Council's responsibility in the program will be to provide to Manitoba Finance assurances as to the educational merits of the co-operative education program.

### **4. Review of ACCESS Programs and Working Group**

The Council Secretariat, in cooperation with ACCESS Program Directors, undertook an internal review of the ACCESS Programs at Manitoba's colleges and universities. The Council Secretariat also participated on the Working Group that manages the ACCESS Programs.

### **5. Credit Transfer and Articulation Committees**

Coordinated committees with members from all public post-secondary institutions in Manitoba to enhance credit transfer and articulation and to develop a more comprehensive credit transfer system in Manitoba.

## **6. Health Education Liaison Group**

Participated on this interdepartmental team responsible for policy direction for health-related educational programs.

## **7. Manitoba Nursing Advisory Council**

Represented the Council and the Department of Advanced Education and Training on a province-wide council dealing with nursing education, as well as with supply and demand issues.

## **8. Western Health Human Resources Working Group**

Worked collaboratively with members from health and education from the four western provinces to strategize on health human resources issues in Western Canada.

## **9. Federal-Provincial Working Group on Entry-to-Practice**

Participated on the working committee to address requests for changes to entry-to-practice credentials in the allied health field with the intent to develop a consistent, comprehensive and coordinated review process across Canada.

## **10. The Steering Committee planning the 2003 – 5<sup>th</sup> National Conference on Prior Learning Assessment and Recognition (PLAR)**

Represented Manitoba on the Canada-wide committee planning the 5<sup>th</sup> national PLAR conference held in October 2003 in Winnipeg.

## **11. The Steering Committee of the PLAR Research Project “A Slice of the Iceberg, Part II”**

Represented Manitoba on a study of the long-term impact of PLAR.

## **12. Member of Manitoba Prior Learning Assessment Network (MPLAN)**

Served on this committee that exists as a network for individuals interested in furthering PLA practice in the province.

## **13. Member of the committee that manages Manitoba’s PLAR policy**

Worked to develop the province’s PLAR policy statement and to oversee the new PLAR model, ensuring that the needs of post-secondary institutions, individuals and industry are met through the new service delivery model.

#### **14. Northern Development Strategy Working Group**

Participated on the interdepartmental group on implementation of the education component of the Northern Development Strategy. Also participated on the Health Department's committee.

#### **15. Aboriginal Justice Inquiry Commission Interdepartmental Working Committee**

Participated on this committee to further the recommendations of the Aboriginal Justice Inquiry Commission in the establishment of an Aboriginal Justice College/Institute.

#### **16. Aboriginal Education in Manitoba**

Participated with senior management from both departments of Education to develop and enhance Aboriginal Education in Manitoba.

#### **17. Post-Secondary Education Committee on Learning Technologies**

Guided the activities of the Post-Secondary Education Committee on Learning Technologies to provide support and participate in policy-making with respect to Campus Manitoba and other distributed learning activities.

#### **18. Enhanced Student Information System (ESIS)**

Provided coordination and information dissemination services between Statistics Canada, the eight institutions, the Canadian Mennonite University, and other government departments in relation to this database.

#### **19. Council of Ministers of Education, Canada (CMEC)**

(On-Line Working Group, Post-Secondary Education Expectations Project, the Credit Transfer Working Group, and the Post-Secondary Education Assistant Deputy Ministers' Committee)

Represented Manitoba on these four CMEC committees.

#### **20. Community Economic Development Training Program Working Group**

Participated with a community working group to develop a training program on community development and community economic development for practitioners and others interested in working in this field.

#### **21. Canadian Millennium Pilot Programs**

Worked with Manitoba Advanced Education and Training and Manitoba Education and Youth on developing pilot programs focusing on research into student transitions from high school to post-secondary education.

## **22. Sustainable Development Guidelines Regulation Working Group**

Worked with the Manitoba Departments of Education, Citizenship and Youth, Health, Transportation and Governmental Services, Intergovernmental Affairs, and Conservation on implementing a regulation that sees self-governed agencies, such as colleges and universities, implement sustainable development into their processes. The inter-department working group consulted with post-secondary education institutions, municipalities, regional health authorities, and school divisions on the development of the draft regulation. Following Cabinet approval of the Guidelines Regulation in January 2004, the inter-departmental working group held discussions among the self-governed agencies on ways to integrate the guidelines.

## **23. Inter-Provincial Training Agreements**

Administered Inter-Provincial Training Agreements for Veterinary Medicine with the University of Saskatchewan and the other western provinces, for Optometry with the University of Waterloo and Ontario, and for Occupational Therapy with the Province of Saskatchewan and the University of Manitoba.

Served on the Advisory Committee for the Western College of Veterinary Medicine.

## **24. Child Care Education Program Approval Committee (CCEPAC)**

Responsible for providing support and links to government.

## **25. Orientation Package**

Developed an Orientation Package for new Council members. The package includes items such as Roles and Responsibilities of the Council Chair, Vice-Chair, and board members, highlights of Council activity since 1997, and current projects and activities. The Orientation Package was developed in response to the Five-Year Review of the Council.

## **26. Communications Plan**

Developed a Communications Plan in response to the Council Five-Year Review. The Plan will work to strengthen the Council's information and communication functions, to make it better known and understood, and to raise its profile. The Plan includes a review of existing communication activities, as well as suggestions for new means of communication with the Council's post-secondary education partners.

## **27. UCN Legislation Development**

Worked with the University College of the North Implementation Team and Legislative Counsel on the development of legislation establishing University College of the North.

Council staff provided advice regarding the content of the legislation, ensuring that vital aspects of the post-secondary environment were incorporated into the legislation.

### **28. Collège de Saint-Boniface Audit Response**

Worked with Collège de Saint-Boniface to respond to and address concerns raised in the August 2003 audit report of the Auditor General of Manitoba.

### **29. Memberships on National Organizations**

Served as a member on the Canadian Association of University Business Officers (CAUBO), the Canadian Institutional Research Planning Association (CIRPA), and the Institute of Public Administration of Canada (IPAC).



## **2.3 Finance**

### **Estimates Process**

#### **2.3.1 Operating Budgets**

The annual Estimates process for the universities and community colleges commences in June of each year. At that time, the Council requests that institutions review the financial requirements for the following fiscal year and submit an Estimates request for Council's review. The Estimates information is requested in a format that allows for comparative analysis of institutions. In this way, the Council can make informed judgments about the requirements of each institution when formulating its recommendations to Government.

Institutions are requested to provide a base level budget with explanations for increases and a detailed assessment of impacts, as well as information related to enrollment levels and staffing, and status reports on previously funded new programs and System Restructuring grants.

The budget submissions are received in late September, at which time the Council reviews the individual submissions and the analyses of the financial requirements prepared by Council staff. Following this review, the Council members meet with each institution separately so that the institution may present its budget request and provide additional information to the Council.

Following the meetings with the colleges and universities, the Council develops a presentation for the Minister of Advanced Education and Training, recommending funding levels for the post-secondary education system. This is based on the information provided by the colleges and universities and the Council's view of funding requirements. The Minister reviews the presentation and then makes recommendations to Government. Final funding levels are determined and communicated following the budget announcement in the spring. At that time, the Council finalizes its allocation of available funds by institution and the colleges and universities are advised.

#### **2.3.2 Major Capital**

The annual Estimates process for Major Capital for the universities and community colleges also commences in June of each year. At that time, the Council requests that institutions review the major capital requirements for the following fiscal year and submit the Estimates request.

The Major Capital requests are submitted by the community colleges, and are forwarded to the Department of Transportation and Government Services (TGS), which owns the buildings and has responsibility for funding Major Capital projects. Community college projects are considered by TGS concurrently with the requests from other government departments. Funding decisions are communicated to the Council and the community colleges when the budget is announced in the spring.

The Council has responsibility for approving capital projects and distributing major capital grants at the universities only. In 1998/99, the Council implemented a new process for ranking major capital project requests of the universities. This process involved engaging TGS with its technical expertise to review the major capital requirements at the universities and to develop a plan, including budget and scheduling, to address the most critical requirements at the universities. When the major capital requests are received by the Council in July, the submissions are forwarded to TGS for review and analysis. TGS prepares a schedule that ranks the major capital projects that the Council considers when allocating the available funding for Major Capital projects to the universities.

### **2.3.3 Projects**

This process has proven to be successful in identifying the projects that require immediate attention and in accessing additional funds from Government. Some of the major projects funded in 2003/04 included:

- **Roofing Program**

Continuation of a multi-year program to replace and upgrade the roofing systems at the universities of Manitoba, Winnipeg, Brandon and Collège de Saint-Boniface. Many roofs on campuses have outlived their useful life resulting in serious roof leaks causing damage to building interiors, damaged equipment and computers, occupant discomfort, and in many cases, damage or destruction of occupants' paperwork and belongings. The leaking roofs have insufficient insulation and/or roof membranes that have been broken down completely or are in an advanced state of disintegration.

- **Asbestos Abatement**

Funding was provided to address immediate requirements at the University of Manitoba and Brandon University.

- **Fort Garry and Bannatyne Chiller System – University of Manitoba**

Continuation of funding to replace the University's large central chiller units in accordance with the Montreal Protocol that terminated the production of refrigerants used by the University.

- **Mechanical System Upgrade (Manitoba Hall) – University of Winnipeg**

- **Electrical System Upgrade – University of Manitoba**

### **2.3.4 New Major Capital Funding Initiatives**

In 2000/01, the Government approved additional funding for major capital at the University of Manitoba. This year, the Council made the fourth instalment of \$6 million for the University's Capital Campaign, bringing the total funding provided to \$22 million. The Government had previously committed \$40 million in additional funding to be combined with \$10 million in existing funding to be matched by the University for major high priority capital upgrade, replacement and/or renovation projects.

## **2.4 Accountability**

The Council undertakes the following accountability projects in partnership with the post-secondary education institutions in the following ways:

### **Indicators Project**

As part of the developing accountability framework in the Manitoba post-secondary system, indicators are being developed in consultation with the public universities and colleges. These indicators are designed to provide the Council on Post-Secondary Education with broad information relating to the post-secondary system's progress towards the five Manitoba Advanced Education and Training priorities established by the Minister of Advanced Education and Training.

The Council and the post-secondary institutions have developed indicators of student success including information on retention, attrition and graduation rates at colleges and universities. Throughout 2003/04, the institutions and Council staff worked to validate the initial data. It is expected that system-level data will be made available sometime in 2004/05.

### **Program Costing**

As another part of the developing accountability framework in the Manitoba post-secondary system, a common program-costing methodology has been developed in consultation with Manitoba's public colleges and universities and the Apprenticeship Branch of Education and Youth. This methodology employs common definitions, procedures and reporting formats to allow for better comparative analysis of financial data from public universities and colleges in the province. Data is collected annually from public universities and colleges.

### **National Graduates Survey**

Manitoba participated in the 2002 National Graduates Survey conducted by Statistics Canada. University and college graduates from the graduating class of 2000 were interviewed in the summer of 2002. The release of survey results are expected in spring 2004.

### **Statistical Compendium**

In 2003/04, the Council released the first edition of the annual Statistical Compendium on CD-ROM. The Compendium, developed in cooperation with the colleges and universities, contains data on student enrollments, graduates, programs, tuition fees, etc. in the post-secondary education system. The Compendium is released with the Annual Report. The Compendium, Annual Report and several other reports are available in English and French on the Council's website at [www.copse.mb.ca](http://www.copse.mb.ca).

## **Annual Reports**

As required by *The Council on Post-Secondary Education Act*, the Council must prepare and submit to the Minister of Advanced Education and Training an annual report of its operations, including the audited financial statements, within six months following the end of the fiscal year.

The universities and colleges are required to prepare and submit an annual report of operations including the audited financial statements to the Council on Post-Secondary Education and to the Minister of Advanced Education and Training. These reports are required within six months for the universities and within four months for the colleges, following the end of each fiscal year. Comprehensive financial plans, budgets, statistical information, status reports for new programs, and other funding approved by the Council are also required.

As required by *The Colleges Act*, the colleges must prepare an annual final budget prior to the beginning of each fiscal year. The Colleges must also publish an annual academic report that includes student information on enrollment, attrition, graduation, and graduate employment placement in accordance with the guidelines provided.

These documents are analyzed throughout the year by the Council Secretariat and information is utilized to present funding requests to Government and to report on the activities of the post-secondary institutions in Manitoba.

## **Report on Sustainable Development Activities and Accomplishments**

During 2003/04, Council staff co-chaired a working group with other Government departments that worked with colleges and universities to develop a draft regulation providing guidelines for sustainable procurement and financial management. In a series of consultations, draft wording was developed to meet the requirements of Section 15 of *The Sustainable Development Act*. Following approval of the Guidelines Regulation by Government in January 2004, Council staff will continue to work with colleges and universities on issues of implementation.

Council staff also participated in the Education, Training and Communication Working Group, developing ways to ensure that the principles of sustainable development are known and understood by members of the two education departments, and integrated into everyday practices.

## **Accountability Policy Development**

In 2003/04, the Council approved a discussion paper that was circulated to colleges and universities outlining proposed principles and elements of an accountability policy for Manitoba's post-secondary system. Colleges and universities were asked to provide their comments for further development of the policy in 2004/05. This information will be used to assist in the development of a more integrated accountability framework in the Manitoba post-secondary system, including indicators.

## **Chapter III**

### **Audited Financial Statements of the Council on Post-Secondary Education**

**For The Year Ended March 31, 2004  
Winnipeg, Manitoba, Canada**

## THE COUNCIL ON POST-SECONDARY EDUCATION

### Responsibility for Financial Statements

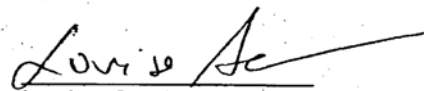
The management of the Council on Post-Secondary Education is responsible for the financial reporting process that produces the financial statements and accompanying notes. The financial statements are prepared in accordance with Canadian generally accepted accounting principles.

The Council is responsible for overseeing management's performance of its financial reporting responsibilities. The statements are examined by the Auditor General of Manitoba, whose opinion is included herein.

In order to fulfil this responsibility, management maintains systems of internal control over the financial reporting process designed to provide assurance that relevant and reliable financial information is produced.



Margaret McDonald, CGA  
Chief Financial Officer



Louise Gordon  
Chief Executive Officer

July 7, 2004  
Winnipeg, Manitoba



**Office of the Auditor General**

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500 - 330 Portage Avenue  
Winnipeg, Manitoba  
CANADA R3C 0C4

**AUDITORS' REPORT**

To the Legislative Assembly of Manitoba, and  
To The Council on Post-Secondary Education

We have audited the statement of financial position of The Council on Post-Secondary Education as at March 31, 2004 and the statements of revenues and expenses, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Council on Post-Secondary Education as at March 31, 2004 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Office of the Auditor General*

Office of the Auditor General

Winnipeg, Manitoba  
July 14, 2004



THE COUNCIL ON POST-SECONDARY EDUCATION

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Statement of Financial Position  
For the year ended March 31, 2004

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ASSETS	2004	2003
Current Assets:		
Cash on hand and in bank	\$ 416,247	\$ 517,285
Accounts Receivable	194,238	11,846
	<u>610,485</u>	<u>529,131</u>
Long-term receivable- Province of Manitoba (Note 3)	1,120,347	1,046,339
Capital Assets-net (Note 7)	<u>42,095</u>	<u>53,502</u>
Total Assets	<u>\$ 1,772,927</u>	<u>\$ 1,628,972</u>
LIABILITIES		
Current Liabilities:		
Accounts payable & accrued liabilities	\$ 201,937	\$ 84,231
Grants payable	124,389	6,518
	<u>326,326</u>	<u>90,749</u>
Long-term liabilities:		
Provision for employee severance benefits	113,300	89,430
Provision for employer's share of employees' pension benefits (Note 4)	1,016,206	942,198
	<u>1,129,506</u>	<u>1,031,628</u>
Total liabilities	<u>1,455,832</u>	<u>1,122,377</u>
Net Assets		
Investment in Capital Assets	42,095	53,502
Unrestricted Net Assets	275,000	453,093
	<u>317,095</u>	<u>506,595</u>
	<u>\$ 1,772,927</u>	<u>\$ 1,628,972</u>

THE COUNCIL ON POST- SECONDARY EDUCATION

Statement of Revenues and Expenses  
For the year ended March 31, 2004

	Operating	College Expansion Initiative	2004 Total	2003 Total
<b>Revenues:</b>				
Province of Manitoba Grants:				
Department of Advanced Education	\$ 371,573,535	\$20,715,645	\$ 392,289,180	\$373,395,173
Other Government Departments	330,661	-	330,661	-
Interest Income	18,556	-	18,556	13,535
<b>Total revenues</b>	<b>371,922,752</b>	<b>20,715,645</b>	<b>392,638,397</b>	<b>373,408,708</b>
<b>Expenses:</b>				
Operating grants	328,826,585	-	328,826,585	318,174,360
Support programs	1,754,734	-	1,754,734	1,805,660
College Expansion Initiative grants	-	20,465,000	20,465,000	14,975,400
Post Secondary Strategic grants	2,066,114	-	2,066,114	2,080,464
Equipment & Renovations grants	6,245,600	-	6,245,600	6,245,600
Major Capital grants	10,975,000	-	10,975,000	8,975,000
Access grants	5,961,900	-	5,961,900	5,496,900
Tuition Rebate grants	12,277,191	-	12,277,191	11,529,783
Inter-Provincial Training Agreement	2,825,875	-	2,825,875	2,748,171
Administrative and other, Schedule 1	1,176,000	253,898	1,429,898	1,266,636
<b>Total Expenses</b>	<b>372,108,999</b>	<b>20,718,898</b>	<b>392,827,897</b>	<b>373,297,974</b>
<b>Revenues over (under) expenses</b>	<b>\$ (186,247)</b>	<b>\$ (3,253)</b>	<b>\$ (189,500)</b>	<b>\$ 110,734</b>

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Statement of Changes in Net Assets - Post-Secondary Grants Fund  
 For the year ended March 31, 2004

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	Invested in Capital Assets	Unrestricted Net Assets	2004 Total	2003 Total
Balance, Beginning of Year	53,502	453,093	506,595	395,861
Excess (deficiency) of Revenues over Expenses	-	(189,500)	(189,500)	110,734
Amortization	(11,407)	11,407	-	-
Balance, End of Year	<u>\$42,095</u>	<u>\$275,000</u>	<u>\$317,095</u>	<u>\$506,595</u>

THE COUNCIL ON POST-SECONDARY EDUCATION

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Schedule of Administrative and Other Expenses  
For the year ended March 31, 2004

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	Operating	College Expansion Initiative	2004 Total	2003 Total
Accessibility Forum	\$ -	\$ -	\$ -	\$ 2,969
Amortization	8,996	2,411	11,407	13,133
Automobile and travelling	37,876	4,914	42,790	36,942
Computer operating and lease costs	44,753	11,969	56,722	64,905
Consultation-Winnipeg	-	-	-	2,250
COPSE review and expenditures	-	-	-	30,281
Course and membership fees	4,365	930	5,295	5,739
Furniture and equipment	4,687	2,600	7,287	8,276
Meetings-Council	15,833	-	15,833	4,831
Miscellaneous Grants	46,500	-	46,500	42,135
Office rental	41,425	13,400	54,825	47,445
Postage and telephone	12,248	3,676	15,924	15,410
Printing and stationery supplies	28,644	1,443	30,087	11,440
Professional fees	30,637	-	30,637	17,325
Remuneration for Council members	36,654	-	36,654	25,236
Repairs & maintenance	-	-	-	152
Salaries and employee benefits	686,151	208,887	895,038	888,317
Subscriptions and books	2,312	-	2,312	3,091
Sundry	174,919	3,668	178,587	46,759
Total administrative & other expenses	\$ 1,176,000	\$ 253,898	\$ 1,429,898	\$ 1,266,636

THE COUNCIL ON POST-SECONDARY EDUCATION

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Statement of Cash Flows  
For the year ended March 31, 2004

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	<u>2004</u>	<u>2003</u>
Cash from Operating Activities:		
Excess (Deficiency) of revenues over expenses for the year	\$ (189,500)	\$ 110,734
Amortization of Capital Assets	<u>11,407</u>	<u>13,133</u>
	(178,093)	123,867
Net Change in Non-Cash Working Capital Items:		
(Increase) Decrease in Accounts Receivable	(182,392)	8,033
Increase in Long-term Receivable	(74,008)	(103,695)
Increase (Decrease) in Accounts Payable	117,706	(4,950)
Increase in Grants Payable	<u>117,871</u>	<u>3,545</u>
	(198,916)	26,800
Cash Flow Provided by (Used In) Financing Activities:		
Increase (Decrease) in Provision for Severance Benefits	23,870	(12,417)
Increase in Provision for Employer's Share of Employees' Pension Benefits	<u>74,008</u>	<u>103,695</u>
	97,878	91,278
Cash Flows from Investing Activities:		
Purchase of Capital Assets	-	(746)
Increase (Decrease) in Cash for the Year	(101,038)	117,332
Cash, beginning of year	<u>517,285</u>	<u>399,953</u>
Cash, end of year	<u>\$ 416,247</u>	<u>\$ 517,285</u>

## THE COUNCIL ON POST-SECONDARY EDUCATION

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Notes to Financial Statements  
for the year ended March 31, 2004

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### 1. Nature of Operations

The Council on Post-Secondary Education was established by an Act of the Legislature passed in 1997 and is composed of 11 members appointed by the Lieutenant-Governor-in-Council.

The *Universities Grants Commission Act* was repealed effective April 28, 1997 by the Council on Post-Secondary Education Act.

The *Council on Post-Secondary Education Act* provided that the University Grants Fund be continued as the Post-Secondary Grants Fund. All assets and liabilities of the Universities Grants Commission were transferred to the Council on Post-Secondary Education.

Primarily, the Council on Post-Secondary Education provides funding to Manitoba's universities and community colleges for approved programs and capital projects from funds received from the Province of Manitoba.

The College Expansion Initiative provides funding to increase enrollment in diploma and certificate programs at Manitoba's community colleges. For financial reporting purposes, Revenue and Expenses for the Initiative have been segregated.

### 2. Significant Accounting Policies

#### A. Basis of Accounting

The Council on Post-Secondary Education's annual financial statements are prepared in accordance with Canadian generally accepted accounting principles.

#### B. Grant Payments

Operating, equipment and renovations, tuition rebate, Access, and strategic initiatives grants reflect payments to Manitoba universities and community colleges for annual operations. These grants are funded on the basis of scheduled payments to meet the operating requirements of the universities and community colleges. Operating grants are also provided to private religious colleges and to the Winnipeg Technical College.

Major capital grants based on shared cost agreements are funded on a reimbursement basis. The university must first incur eligible costs as defined in the terms of the agreement, which the Council then reimburses.

Major capital grants to universities that are discretionary grants are funded when the university has met the eligibility criteria and fulfilled the conditions set out by the Council.

#### C. Revenue Recognition

Revenue is recognized as funds are drawn from Province of Manitoba appropriations.

## THE COUNCIL ON POST-SECONDARY EDUCATION

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### Notes to Financial Statements for the year ended March 31, 2004

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#### D. Vacation and Severance Benefits

Employees of the Council are entitled to vacation and severance benefits in accordance with the terms of the collective agreement. The liability for vacation and severance benefits is recorded based on the Council's best estimates.

#### E. Employer's Share of Employees' Pension Benefits

Employees of the Council are pensionable under the Civil Service Superannuation Act. The Council accrues a provision for the liability for the employer's share of employee pension benefits, including future cost of living adjustments, based on an actuarial report.

#### F. Capital Assets

Capital Assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful life, in accordance with the Province of Manitoba guidelines, as follows:

Furniture	10 years
Leasehold Improvements	10 years
Computer Software	4 years
Machinery and Equipment	10 years
Computer Equipment	4 years

#### G. Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenues and expenditures during the period. Actual results could differ from these estimates.

#### H. Financial Instruments

The Council on Post-Secondary Education's financial instruments consist of cash, accounts receivable, accounts payable, accrued liabilities and grants payable. Unless otherwise noted, it is management's opinion that the Council is not exposed to significant interest, currency or credit risks arising from these instruments. The fair value of these financial instruments approximates their carrying values.

### 3. Long-term Receivable – Province of Manitoba

A portion of the long-term receivable from the Province of Manitoba is for severance benefits accumulated by COPSE employees to March 31, 1998. The opening severance pay liability balance as at April 1, 1998 of \$104,141 was completely offset by a long-term receivable from the Province of Manitoba. There are no terms of repayment for this receivable, and the amount will remain fixed at \$104,141.

The remaining portion of the long-term receivable from the Province of Manitoba represents the employer's share of employees' pension benefits as at March 31, 2004 of \$1,016,206 (2003 - \$942,198). The Province of Manitoba will pay the employer's share of employees' pension benefits as they become due.

THE COUNCIL ON POST-SECONDARY EDUCATION

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Notes to Financial Statements  
for the year ended March 31, 2004

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4. Provision for Employer's Share of Employees' Pension Benefits

	<u>2004</u>	<u>2003</u>
Balance at beginning of year	\$ 942,198	\$ 838,503
Experience gain	-	25,072
Benefits accrued	51,897	56,652
Interest accrued on benefits	69,570	64,108
Benefits paid	<u>(47,459)</u>	<u>(42,137)</u>
Balance at end of year	<u>\$ 1,016,206</u>	<u>\$ 942,198</u>

An actuarial valuation of the pension obligations as at December 31, 2001 was conducted by Ellement & Ellement Ltd., Consulting Actuaries. The key actuarial assumptions were a rate of return of 7.25% (1998 – 7%), 2.75% inflation (1998 – 3%), salary rate increases of 4.5% (1998 – 4.5%) and post retirement indexing at 2/3 of the inflation rate. The entry age normal actuarial cost method was used and the liabilities have been extrapolated to March 31, 2004 using a formula provided by the actuary.

5. Economic Dependence

The Council is economically dependent on the Province of Manitoba for its funding.

6. Related party transactions

In addition to those related transactions disclosed elsewhere in these financial statements, the Council on Post-Secondary Education is related in terms of common ownership to all Province of Manitoba created departments, agencies and Crown corporations. The Council on Post-Secondary Education enters into transactions with these entities in the normal course of business.

7. Capital Assets, Net of Accumulated Amortization

	<u>2004</u>		<u>2003</u>	
	<u>Cost</u>	<u>Acc. Amort</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Furniture	\$ 63,388	\$ 37,217	\$ 26,171	\$ 32,510
Leasehold Improvements	17,393	7,573	9,820	11,559
Computer Software	3,000	3,000	-	375
Machinery and Equipment	11,095	5,666	5,429	6,539
Computer Equipment	<u>19,763</u>	<u>19,088</u>	<u>675</u>	<u>2,519</u>
	<u>\$ 114,639</u>	<u>\$ 72,544</u>	<u>\$ 42,095</u>	<u>\$ 53,502</u>



THE COUNCIL ON POST-SECONDARY EDUCATION

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Notes to Financial Statements  
for the year ended March 31, 2004

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8. Commitments

The Council on Post-Secondary Education has approved funding as listed below:

	<u>Approved</u>	<u>Expended</u>	<u>Outstanding Commitments</u>
Capital:			
University of Manitoba			
Capital Campaign	40,000,000	22,000,000	18,000,000
Chiller System – Fort Garry Campus	<u>19,000,000</u>	<u>13,479,400</u>	<u>5,520,600</u>
Total	<u>\$ 59,000,000</u>	<u>\$ 35,479,400</u>	<u>\$ 23,520,600</u>

Future funding commitments were also approved for the following new programs:

College Expansion Initiative	\$ 1,738,800
System Restructuring Envelope	325,900
Strategic Program Envelope	<u>1,625,700</u>
Total	<u>\$ 3,690,400</u>

# Chapter IV

## THE COUNCIL ON POST-SECONDARY EDUCATION

Grant Expenses (Unaudited)  
For the year ended March 31, 2004

	<u>2004</u>	<u>2003</u>
<b>Universities Grants</b>		
<b>1. Operating</b>		
University of Manitoba	\$ 195,146,661	\$ 188,269,230
University of Winnipeg	30,992,345	29,859,646
Brandon University	20,239,112	19,632,312
Collège de Saint-Boniface	6,261,400	6,104,500
Canadian Mennonite University	2,713,400	2,663,600
Providence College & Seminary	1,242,100	1,242,100
Wm. & Catherine Booth College	368,600	368,600
Steinbach Bible College	<u>230,000</u>	<u>230,000</u>
	\$ 257,193,618	\$ 248,369,988
<b>First Claims</b>		
University of Manitoba	\$ 279,025	\$ 324,830
University of Winnipeg	40,054	40,054
Brandon University	<u>216,588</u>	<u>216,588</u>
	\$ 535,667	\$ 581,472
<b>Support Programs</b>		
Campus Manitoba	\$ 978,600	\$ 1,005,400
Visually Impaired	129,947	82,121
University College of the North Consultation	646,187	72,139
University of Manitoba – Computer Science	<u>-</u>	<u>646,000</u>
	\$ 1,754,734	\$ 1,805,660
<b>Total Operating Grants – Universities</b>		
University of Manitoba	\$ 195,425,686	188,594,060
University of Winnipeg	31,032,399	29,899,700
Brandon University	20,455,700	19,848,900
Collège de Saint-Boniface	6,261,400	6,104,500
Canadian Mennonite University	2,713,400	2,663,600
Providence College & Seminary	1,242,100	1,242,100
William & Catherine Booth College	368,600	368,600
Steinbach Bible College	230,000	230,000
Support Programs	<u>1,754,734</u>	<u>1,805,660</u>
	<u>\$ 259,484,019</u>	<u>\$ 250,757,120</u>

THE COUNCIL ON POST-SECONDARY EDUCATION

Grant Expenses (Unaudited)  
For the year ended March 31, 2004

	<u>2004</u>	<u>2003</u>
<b>2. Capital Funds</b>		
<b>(a) Equipment and Renovations</b>		
University of Manitoba	\$ 3,020,000	\$ 3,020,000
University of Winnipeg	550,000	550,000
Brandon University	330,000	330,000
Collège de Saint-Boniface	<u>100,000</u>	<u>100,000</u>
	\$ 4,000,000	\$ 4,000,000
<b>(b) Major Capital Projects</b>		
University of Manitoba	\$ 9,817,871	\$ 6,860,870
University of Winnipeg	451,128	491,400
Brandon University	525,001	452,730
Collège de Saint-Boniface	<u>181,000</u>	<u>1,170,000</u>
	\$ 10,975,000	\$ 8,975,000
<b>Total Capital Grants</b>		
University of Manitoba	\$ 12,837,871	\$ 9,880,870
University of Winnipeg	1,001,128	1,041,400
Brandon University	855,001	782,730
Collège de Saint-Boniface	<u>281,000</u>	<u>1,270,000</u>
	\$ 14,975,000	\$ 12,975,000
<b>3. Strategic Initiatives – Universities</b>		
University of Manitoba	\$ 1,141,300	\$ 844,800
University of Winnipeg	367,727	721,000
Brandon University	277,896	116,000
Collège de Saint-Boniface	<u>184,191</u>	<u>183,500</u>
	\$ 1,971,114	\$ 1,865,300
<b>4. Access Grants</b>		
University of Manitoba	\$ 2,489,100	\$ 2,125,300
University of Winnipeg	597,200	579,800
Brandon University	1,448,800	1,406,600
Collège de Saint-Boniface	<u>-</u>	<u>-</u>
	\$ 4,535,100	\$ 4,111,700
<b>5. Tuition Rebate Grants</b>		
University of Manitoba	\$ 7,709,098	\$ 7,220,616
University of Winnipeg	1,914,121	1,901,653
Brandon University	953,359	900,258
Collège de Saint-Boniface	<u>217,693</u>	<u>193,054</u>
	\$ 10,794,271	\$ 10,215,581
<b>Total Universities Grants</b>	<u>\$ 291,734,393</u>	<u>\$ 279,924,701</u>

THE COUNCIL ON POST-SECONDARY EDUCATION

Grant Expenses (Unaudited)  
For the year ended March 31, 2004

	<u>2004</u>	<u>2003</u>
<b>Community Colleges Grants</b>		
<b>1. Operating</b>		
Assiniboine Community College	\$ 13,053,100	\$ 12,804,300
Keewatin Community College	11,288,800	11,090,000
Red River College	43,791,900	42,411,600
École technique et professionnelle	1,592,900	1,560,000
Winnipeg Technical College	500,000	500,000
Inter-Universities North	870,600	857,000
	<u>\$ 71,097,300</u>	<u>\$ 69,222,900</u>
<b>2. Capital Funds</b>		
<b>(a) Equipment and Renovations</b>		
Assiniboine Community College	\$ 598,200	\$ 598,200
Keewatin Community College	428,800	428,800
Red River College	1,218,600	1,218,600
	<u>\$ 2,245,600</u>	<u>\$ 2,245,600</u>
<b>3. College Expansion Initiative</b>		
Assiniboine Community College	\$ 3,975,400	\$ 3,117,100
Keewatin Community College	2,250,700	1,743,200
Red River College	13,519,900	9,675,100
École technique et professionnelle	719,000	440,000
	<u>\$ 20,465,000</u>	<u>\$ 14,975,400</u>
<b>4. Strategic Initiatives – Colleges</b>		
Assiniboine Community College	\$ -	\$ 52,100
Keewatin Community College	30,000	30,000
Red River College	50,000	118,064
Other – Prior Learning Assessment & Recognition	15,000	15,000
	<u>\$ 95,000</u>	<u>\$ 215,164</u>
<b>5. Access Grants</b>		
Assiniboine Community College	\$ -	\$ -
Keewatin Community College	728,000	706,700
Red River College	698,800	678,500
École technique et professionnelle	-	-
	<u>\$ 1,426,800</u>	<u>\$ 1,385,200</u>
<b>6. Tuition Rebate Grants</b>		
Assiniboine Community College	\$ 260,000	\$ 242,782
Keewatin Community College	122,670	123,251
Red River College	1,055,062	909,066
École technique et professionnelle	45,188	39,103
	<u>\$ 1,482,920</u>	<u>\$ 1,314,202</u>
<b>Total College Grants</b>	<u>\$ 98,347,920</u>	<u>\$ 89,358,466</u>

THE COUNCIL ON POST-SECONDARY EDUCATION

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Grant Expenses (Unaudited)  
For the year ended March 31, 2004

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	<u>2004</u>	<u>2003</u>
<b>Access Program Grants</b>		
<b>University of Manitoba</b>		
University of Manitoba Access Program		
- North and South	\$ 230,200	\$ 223,500
Special Pre-Medical Studies Program	361,600	351,100
Professional Health Program	95,900	93,100
Northern Bachelor of Social Work	693,600	673,300
Winnipeg Education Centre - Social Work Program	778,100	464,200
Engineering Access Program	<u>329,700</u>	<u>320,100</u>
	\$ 2,489,100	\$ 2,125,300
<b>University of Winnipeg</b>		
Integrated Student Support Services	\$ 144,200	\$ 140,000
Winnipeg Education Centre	<u>453,000</u>	<u>439,800</u>
	\$ 597,200	\$ 579,800
<b>Brandon University</b>		
Brandon University Northern Teacher Education Program	<u>\$ 1,448,800</u>	<u>\$ 1,406,600</u>
<b>Total Universities Access Programs</b>	\$ 4,535,100	\$ 4,111,700
<b>Red River College</b>		
Community College Access Program		
- North and South	\$ 312,800	\$ 303,800
Southern Nursing Program	<u>386,000</u>	<u>374,700</u>
	\$ 698,800	\$ 678,500
<b>Keewatin Community College</b>		
Access The Pas	\$ 270,300	\$ 262,300
Access Nursing Preparation Year	<u>457,700</u>	<u>444,400</u>
	\$ 728,000	\$ 706,700
<b>Total Colleges Access Programs</b>	<u>\$ 1,426,800</u>	<u>\$ 1,385,200</u>
<b>Total Access Grants</b>	<u>\$ 5,961,900</u>	<u>\$ 5,396,900</u>

THE COUNCIL ON POST-SECONDARY EDUCATION

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Inter-Provincial Training Agreements (Unaudited)  
For the year ended March 31, 2004

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	<u>2004</u>	<u>2003</u>
<b>University of Saskatchewan</b>		
Veterinary Medicine	\$ 2,758,896	\$ 2,682,192
<b>University of Waterloo</b>		
Optometry	66,979	65,979
<b>University of Manitoba</b>		
Occupational Therapy	43,891	66,195
Funding provided by Province of Saskatchewan	<u>(43,891)</u>	<u>(66,195)</u>
	<u>-</u>	<u>-</u>
<b>Total Inter-Provincial Training Agreements</b>	<u>\$ 2,825,875</u>	<u>\$ 2,748,171</u>

## Chapter V

### A Summary of Enrollment and Graduation in the Manitoba Post-Secondary Education System

#### I. 2003/2004 University Enrollment

Full-time Students	28,266
Part-time Students	22,455
<b>Total</b>	<b>50,721</b>

#### II. 2003/2004 Community College Enrollment\*

Full-time Students	12,791
Part-time Students	1,605
<b>Total</b>	<b>14,396</b>

#### III. 2003/2004 University Graduates

Bachelor Degree	4,977
Master's Degree	520
Doctoral Degree	83
Medicine & Dentistry**	205
Certificate / Diploma	215
<b>Total</b>	<b>6,000</b>

#### IV. 2003/2004 Community College Graduates\*

Diploma	1,513
Certificate	2,404
<b>Total</b>	<b>3,917</b>

**Notes:** These statistics represent all aspects of post-secondary education in Manitoba for both the Universities and Colleges. The university numbers include regular undergraduate and graduate programs. The college programs include regular programs and apprenticeship. Continuing Education, Distance Education, and Contract Training are not included in the college figures.

\* Preliminary figures

\*\* Undergraduate Only

## Chapter VI

### Membership of the Council on Post-Secondary Education

The Council on Post-Secondary Education is composed of eleven members appointed by the Lieutenant Governor in Council for a term not exceeding three years. Each member may be re-appointed for one additional term. There was one vacancy on the Council as of June 2003.

The Council members for the period of April 2003 to March 2004 were:

Donald Robertson, LL.D. (Chair) (to May, 2003)	Winnipeg
Muriel Smith, M.Ed. (Chair) (as of August, 2003)	Winnipeg
David Turner, Ph.D.(Vice-Chair) (as of August, 2003)	Winnipeg
Lucille Bruce, B.Ed., Post-Baccalaureate Cert. in Ed.	Winnipeg
William Dumas, B.Ed.	Thompson
Rita Lécuyer, M.Ed.	Winnipeg
Christopher Macdonald, Ph.D.	Brandon
Kenneth McKay, Ph.D.	Birch River
Dolores Samatte, B.Ed.	Cranberry Portage
Carolyn Frost, LL.B. (as of August, 2003)	Winnipeg
Darlene Hendler, M.S.W. (as of August, 2003)	Winnipeg
Linda Jolson, B.A. (to June 2003)	Winnipeg
Christine Melnick, M.L.I.S. (to June 2003)	Winnipeg

Note: Don Robertson resigned as Chair of the Council on June 1, 2003 in order to chair the Implementation Committee of the University College of the North.



## Secretariat of the Council on Post-Secondary Education

Louise Gordon, M.S.W.	Executive Director
Susan Deane, M.S.W.	Program Coordinator
Margaret McDonald, CGA	Financial Officer
Daniel Smith, M.A.	Senior Policy Analyst
Kim Browning, M.Ed.	Policy Analyst
Tammy Harper, B.A.	Statistician
Sandra Brabant	Accounting Clerk
Dee Conway	Administrative Assistant
Tammera Edie	Secretary (to August 2003)
Judy Audette	Secretary (September 2003 to March 2004)