

ST JOHN'S COLLEGE ASSEMBLY

Extraordinary Meeting

AGENDA

For the meeting of Tuesday March 22, 2005 @ 10:00 am in the CCR

Special Quorum Required

Regrets to Erin 474-8520

1. Opening Prayer
2. Approval of the Agenda
3. Approval of the Minutes of ~~September 13, 2001~~ *(circulated Jan. 26/05)*
Jan 20, 2005
4. Business Arising from the Minutes
 - a) 2005/06 Residence Rate increase *(attachment 1)*
Finance Committee MOTION: In light of the significant increase in utility costs levied by the University, that the Residence Rate increase for 2005-2006 be adjusted from 3% to 5%".
5. Adjournment



ST JOHN'S COLLEGE

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Canada

UNIVERSITY OF MANITOBA

OFFICE OF THE REGISTRAR

Memorandum

Date: March 15, 2005
To: SJC Assembly Members
From: Erin McShane, Registrar and Secretary to Assembly
Re: Increased Utilities costs, 2005-2006 Residence Rates

Ivan recently received actual numbers for this year's utility charges from the University, which represents the cost of steam, electricity, and water for the areas of the College not considered "Academic", meaning the Chapel, Café, tunnel, and Residence. After a reassessment of the square footage that these areas represented, their percentage of the total College utility costs rose from 38% to 44%, resulting in an increase from \$43,210 to \$75,052 (more square footage, and also rate and consumption increases). The College had budgeted \$55,600.

In speaking with physical plant, Ivan discovered that in fact the new square footage benchmark should have taken place last year, but that the College was billed at the old rate. Not so for this year, and as a result we have an unexpected cost of \$19,452. Ivan is currently in the process of building a case to have the College eased into this new reality and hopefully get some relief from the University to lessen the impact; but regardless of the outcome of this year's negotiations, this new reality affects our long-term costs, and specifically the cost of running the Residence.

In January, when the Finance Committee recommended to Assembly a Residence rate increase of 3%, it was based on a current year utility cost of \$55,600. Considering that this is no longer accurate, the Finance Committee met to revisit this issue. At this meeting, the attached updated spreadsheet outlining the cost to operate the Residence, and the rate that would be needed in 05-06 to adequately cover these costs was considered.

Subsequently, the Finance Committee approved the following motion:

"That, in light of the significant increase in utility costs levied by the University, the Finance Committee recommends to Assembly that the Residence Rate increase for 2005-2006 be adjusted from 3% to 5%".

1 attachment

Actual cost to maintain and run St John's College Residence	
Expenses	04-05 Budget
Residence	
Salaries & benefits	
Dean of Residence/Chaplain, & housekeeping & maintenance during r	101,848
Don's Stipends (Senior Don stipend plus room & board for 4)	24,124
Housekeeping supplies (during reg. session)	4,800
Res repairs & Maint.	16,000
Residence supplies	2,000
Residence furnishings	3,000
Residence phones	1,500
Travel/admin/hospitality, etc.	5,300
Utilities	35,702
Insurance	4,000
Food Services	
Salaries & Benefits(66% of the F.S. Mgr, 75% of kitchen staff during re	148,584
Food Costs (56% of the total food costs during reg. session)	109,013
Food Service Maint	6,625
Food Service Equip	4,500
Utilities (75% of total food service utilities)	14,635
Insurance (75% of total food service insurance)	1,440
General Supplies	5,200
Chapel	
Chapel Ins. & Utilities (50% of total charges)	2,199
Admin	
Salaries & Benefits	
Assistant Bursar, Facilities Mgr, & Receptionist (all at 50%)	53,308
Admin Costs (5% of total admin costs)	1,245
Total	<u>545,023</u>
Revenue	
Residence Rooms (based on 90 regular rooms & 3 suites)	519,023
	18,734
Total	<u>537,757</u>
Surplus(Deficit)	<u>-7,266</u>

Possible projected costs for 05-06:

04-05 expenses plus 3% increase in general costs, & 1% capit \$566,824

Effect of the proposed increase

Current 04-05 Rates	
Returning	5,721
New	5,766
	(90 rooms, 3 suite: 537,757

Proposed 05-06 rates (5.0% increase)

Returning	6,007
New	6,054
	*(537,757)(5.0%) 564,644

* This formula represents the current year total revenue from Residence rooms, multiplied by the proposed increase, to illustrate the increase necessary to cover anticipated costs of \$566,824 for 2005-2006