

**Brandon University Board of Governors  
(Open Session)**

**Thursday, April 24, 2008  
Louis Riel Room**

---

**Present:** Mr. Jake Janzen (Chair), Dr. L. Visentin, Mr. S. Stewart, Mr. B. Gamblin, Ms P. Gardner, Ms K. Janz, Mr. N. Peto, Dr. R. Robinson, Mr. S. Montague, Ms L. Wishart

**Resource:** Dr. S. Grills, Mr. S. Lamont, Mrs. K. Gross, Mrs. K. Fisher (Recorder)

**Regrets:** Dr. J. Naylor, Mr. R. Lonstrup, Ms K. Decter, Mr. E. Schreyer

**Absent:** Mr. T. Mathews, Mr. J. Malik

---

**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:08 p.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of April 24, 2008

Motion: Moved and seconded (L. Visentin/R. Robinson)

**BE IT RESOLVED THAT the agenda of the April 24, 2008, Board of Governors meeting (Open Session) be approved as amended**

**Addition:**

**6.2 d) BUFA Bargaining (S. Lamont)**

**45 Apr08  
CARRIED  
AS AMENDED**

2.2 Move to Closed Session

Motion: Moved and seconded (P. Gardner/B. Gamblin)

**BE IT RESOLVED THAT the meeting moves to Closed Session.**

2.3 Approval of Minutes of March 27, 2008

Motion: Moved and seconded (S. Stewart/P. Gardner)

**BE IT RESOLVED THAT the minutes of the March 27, 2008, Board of Governors meeting Open session be approved.**

**50 Apr08  
CARRIED**

The Chair acknowledged that this is the last meeting for Nathan Peto and he thanked him for his deliberations on behalf of BUSU.

2.4 Motion(s) Raised from Closed Session

**BE IT RESOLVED THAT the following motion(s) were raised from Closed Session:**

**BE IT RESOLVED THAT Dr. Robert Annis, Director, Rural Development Institute, be granted an administrative leave from January 20, 2010 to January 19, 2011 at 80% of base salary.**

**3.0 DELEGATIONS**

3.1 There were no delegations.

**4.0 CONTINUING BUSINESS**

4.1 There was no continuing business.

**5.0 CORRESPONDENCE**

5.1 Thank You Letters – Board of Governors Entrance Scholarships

Thank you letters were received from 14 students who have received Board of Governors Entrance Scholarships.

5.2 Council on Post-Secondary Education

Letter dated April 9, 2008, from the Council on Post-Secondary Education regarding general funding decisions made by Government for the 2008/09 fiscal year.

6.0 REPORTS

6.1 Executive Committee (R. Lonstrup)

a) Motion: Board of Governors Entrance Scholarships and Bursaries

Motion: Moved and Seconded (N. Peto/S. Montague)

**BE IT RESOLVED THAT the Board of Governors approve the allocation of the unrestricted endowment funds for the 2008/2009 fiscal year as follows:**

<b>Faculty Research (BURC)</b>	<b>\$57,790.00</b>
<b>General Proficiency Scholarship (18 @ \$300.00)</b>	<b>\$ 5,400.00</b>
<b>Entrance Scholarships:</b>	

- **For students with entering averages of 95% or higher \$2,000.00**
- **For students with entering averages of 90% to 94.9% \$1,400.00**
- **For students with entering averages of 85% to 89.9% \$ 800.00**

<b>Total available from endowment funds for Entrance Scholarships</b>	<b>\$52,035.00</b>
---	--------------------

<b>TOTAL</b>	<b>\$115,225.00</b>
--------------	---------------------

**43 Apr08  
CARRIED**

Mr. Lamont directed the Board's attention to the second page which shows the source of the money split between research and scholarships. He further stated that in addition to the \$52,000.00 that is funded through this process, approximately \$160,000.00 – \$170,000.00 is provided by the operating budget each year. The reason for this is that if a student achieves the marks as indicated, they are automatically awarded with an entrance scholarship and the amount of money allocated for the scholarships does not cover all of the scholarships that are awarded each year.

b) Motion: Position Descriptions – Academic Deans, University Registrar and Dean of Students

Motion: Moved and Seconded (S. Stewart/R. Robinson)

**BE IT RESOLVED THAT the Board of Governors approve the position descriptions for the Academic Deans, University Registrar and Dean of Students.**

**41 Apr08  
CARRIED**

Dr. Grills stated that the Deans had a chance to review these documents in advance but they did not produce a lot of feedback. The primary reason for these descriptions is to bring the language up to date and to create descriptions for the new Dean of Students and University Registrar positions.

A discussion took place regarding the point which states that Deans may teach three credit hours or their equivalent. Dr. Grills stated that senior administration currently teach three credit hours and he sees no reason why the Dean of Students can not do this as well. He further stated that the three credit hours can be replaced with other service to the University.

6.2 President (Dr. L. Visentin)

a) Other Matters

April

- 1 - Vice-Chief of Luolong District of Education & Vice Headmaster of Luolong #8 High School
- 3 - Meeting with Peter Sawatsky (Bronzed Bobcat to be unveiled in September at Homecoming)
- 4 - Meeting with Craig Gates, MNP Re: integrated commercialization system for Manitoba
- 10 - Athletics Awards Evening at the Roadhouse
- 11 - Stellet Licht Evening
- 14 - Meeting with Arts Faculty Council Re: Dean of Arts
- 24 – Announcement of BU | Now Launch & Lunch with Harvey Grouette, Senior Manager of HR

Upcoming

- April 30 – Deputy Minister, Heather Reichert (Advanced Education & Literacy) & Sid Rogers, Secretary, COPSE visit PAG
- April 30 – May 2 – Prospect
- May 3 – 4 – Bird Studies Canada Meetings, Port Rowan
- May 10 – Youth Parliament of Manitoba Spring Session at BU
- May 12 – Long Service Recognition Events; Pin Presentations and Dinner

- b) Motion: Respectful Workplace Policy (S. Lamont)

Motion: Moved and Seconded (S. Stewart/L. Visentin)

**BE IT RESOLVED THAT the Board of Governors approve the Respectful Environment Policy to be implemented on Sept 1/08.**

**44 Apr08  
CARRIED**

Dr. Visentin called on Mr. Scott Lamont, Vice-President, Administration and Finance, and Mrs. Barb Smith, Director of Human Resources, to address this motion.

The Chair thanked Mrs. Barb Smith for attending the meeting to address any questions and concerns.

Mr. Lamont indicated that the origin of this policy is new legislation that applies to workplaces such as Brandon University. He stated that the substantive element is not discretionary but some procedural elements are discretionary. He further stated that this is a long policy and some aspects are similar in the way that they are currently handled. This new policy combines different forms of harassment into a single policy with a single process to ensure all situations are handled consistently. The current sexual harassment policy would be withdrawn and the details would be picked up by this policy.

Mr. Lamont stated that implementation would hopefully happen on September 1, 2008, which would allow time to get the people who would act as the Conflict Resolution Advisors in place. This would also allow us to get the campus community ready to handle the policy as well as provide a variety of information and training.

This policy has been reviewed by the President's Advisory Group, the University's legal council, and the unions twice. Mrs. Barb Smith, Director of Human Resources is the primary author and Mr. Lamont asked that she help respond to any questions.

Mr. Montague acknowledged BUFA's response to the policy and questioned if any of their suggestions were taken into account.

Mr. Lamont stated that the unions were given an opportunity to review and respond to the policy twice. After the first review, some elements that were suggested were incorporated and some were not. With regards to the

possible violation of the collective agreement, Mr. Lamont stated that there is an article in the collective agreement as well as in the policy dealing with sexual harassment. This matter will continue to be discussed as long as both the Sexual Harassment Policy and the Respectful Environment Policy exist.

Mrs. Smith stated that The Human Rights Code is the overarching legislation, with the addition of the new requirements under the Workplace Safety and Health Act that came into effect over a year or so.

Mr. Stewart questioned if policies such as this are becoming standard for similar institutions.

Mrs. Smith stated that Brandon University is actually behind as other institutions in Manitoba who have had their policies in place for some time. The advantage for us is that we have been able to make our policy a comprehensive one.

Mr. Montague questioned if the implementation date could be delayed in an attempt to resolve additional issues.

Mr. Lamont stated that even if the implementation date was extended by two or three months, the issue of sexual harassment will not be resolved. He further stated that the University is not actively discussing this issue with BUFA so a delay will have no effect. Those elements with merit have been incorporated and those that they felt did not have merit were not incorporated.

Mr. Peto asked for clarification of the University's position regarding the specific problems listed by BUFA and their attempts to accommodate them.

Mr. Lamont stated that it is the University's recommendation that the Board approve the Respectful Environment Policy as it is without any further amendments.

c) Student Petition – Ceramic Facilities (S. Grills)

Dr. Grills acknowledged receipt of the student petition surrounding the issue of moving the ceramic facilities onto campus. Dr. Grills stated that the BJ Hales Museum is still located in the area which is to house the new ceramics facilities. The deal to move the museum off campus fell through and Dr. Grills and the Dean of Arts have been working on a new relocation solution so that the required renovations can proceed. Dr. Grills also stated that the University has a lease agreement that will continue at

the Art Gallery for September. It was also brought to the Board's attention that there are many more signatures on the petition than there are students enrolled in the ceramics program.

Mr. Peto stated that he had the opportunity to look around the space and he questioned if there was a better way to organize and use the space until the museum is moved.

Mr. Lamont stated that there are between 15 and 18 wheels to go in the space with plumbing to go with each one. The wheels need dedicated space that can remain permanent.

Ms Gardner questioned if there was a plan to build an addition onto the Jeff Umphrey Centre.

Mr. Lamont stated that there was never a developed plan for expansion of the Jeff Umphrey Centre and there was never funding in place. The plan was to move into the basement of the Library.

Ms Gardner questioned if the University has a definite commitment or timeline for the development of this program.

Dr. Visentin stated that the University is very serious about this issue and has mobilized all of the appropriate Deans who have been working at it for a while. Dr. Visentin further stated that a total of three signatures on the petition were from ceramics students. The program is open to students who are not enrolled in the fine arts program and by doing so we are able to serve a wide variety of students. Our idea to have a gallery based fine arts program with access to the downtown gallery did not work out because of the increased rent and access issues. Students need access to the studios at all times of the day and they are not able to provide that at the downtown location. We have invested \$500,000.00 into the ceramics lab which is adequate for what we have now but not for all of the students who want to enrol in the program.

Ms Gardner questioned if there was anything more tangible that the faculty should know.

Dr. Visentin stated that the faculty is aware of everything that has been discussed.

Ms Gardner questioned if there was money in this year's budget for the ceramics renovation and Mr. Lamont responded that there is.

Mr. Peto questioned how the administration plans to respond to the students.

Dr. Grills stated that the Dean of Arts and the Dean of Science will continue to work together to determine what the next step is.

Mr. Peto asked for clarification with respect to responding to the students.

Dr. Steven Robinson, Dean of Arts, (from the gallery) stated that he is in discussions with Student Services regarding their space in the hopes that they can find a way to move the museum down the hall into Student Services space. Mr. Robinson felt that it was possible to develop such a plan and further stated that it is a complicated procedure to satisfy everyone. Dr. Robinson is looking at compensating for space within the next week to ten days and he hopes to have a solution that can be made public shortly thereafter.

d) BUFA Bargaining (S. Lamont)

Mr. Lamont reported that the administration and BUFA will begin bargaining tomorrow for the collective agreement that expired March 31, 2008. He further stated that the two parties have not yet met nor have they exchanged positions at this point.

6.3 Board Budget Committee (J. Janzen)

a) Motion: 2008 – 2009 Operating Budget

Motion: Moved and Seconded (L. Visentin/R. Robinson)

**BE IT RESOLVED THAT the 2008 – 2009 Operating Budget (including the 2008 – 2009 Fee Schedule and budgets relating to Renovations & Equipment, Eckhardt-Gramatte Conservatory of Music, Ancillary Services, BUNTEP and Campus Manitoba), as recommended by the President, be approved.**

**52 Apr08  
CARRIED**

The Chair welcomed members of the President's Advisory Group, who are in attendance as additional resources to members of the Board of Governors.

Mr. Lamont began by stating that a few major capital expenses do not appear in the budget. These include the construction of the new Physical



Plant and the Healthy Living Centre. We have been provided with no information regarding these two projects at this point in time but we hope to find out how much, if any, of the \$100 million dollars allocated for projects such as this, we will receive in the next while. Provincial grants increased by approximately 7% and tuition fees remain frozen for the 2008/2009 budget year but will be allowed to gradually increase afterwards. We were hoping the announcement would include the amount by which the tuition would be allowed to rise but unfortunately no information was received. The announcement of a multi-year commitment would have made it easier to project future budgets but unfortunately no such announcement was received.

Page one of the budget package provides details that the 7% grant translates into a 6.5% increase for Brandon University. The ratio of tuition revenue to grant revenue provided a 1% increase.

The decision matrix left us a little over the deficit, however, employee benefits were over budgeted which left the University with a deficit of \$98,000.00. Mr. Lamont recommended that the deficit be left as is because of unappropriated surplus. The accumulated unappropriated surplus appears to be approximately \$2 million and assumes a reduction in enrolment of 3%. The 2007/08 enrolment did not increase as expected and it is too early to get any indication of enrolment numbers for the 2008/09 year.

Proposed adjustments to the budget include all initiatives that are separate from the baseline operation of the University and are of either a permanent or temporary nature (e.g. presidential search). Details of these initiatives are listed on pages 2 through 12 of the budget package. In addition, there were approximately 135 proposals that can be dealt with using funds already allocated to the respective units.

The proposed fee schedule is outlined on page 40 of the budget package provided. There is no increase in tuition fees this year due to the tuition freeze and there are no new ancillary fees of any sort. There are some small recovery fee changes (e.g. NSF cheque fee increase).

The cost increases related to Ancillary Services are outlined on page 42 of the budget package provided.

The renovations and equipment budget is outlined on page 73 of the budget package. The amount allocated for this budget year is \$330,000.00 which is the same amount that has been allocated for the past number of years. The information regarding the plumbing renovations in Flora Cowen Hall is actually from last year but it was part of a two-year funding

plan from the government and this is the second instalment of government funds to complete payment of the project. The proposal to fix the circle drive in front of Clark Hall is also detailed on page 73. The proposal includes the removal of the old asphalt and base, construction of new base, and paving. This plan also incorporates all of the parking spaces in the circle drive. The proposed budget for this project is \$115,000.00.

The Eckhardt-Gramatte Conservatory of Music is proposing to have a balanced budget. They have a small surplus and there are typically no concerns.

Ancillary Services anticipates a surplus of approximately \$189,000.00. Any surplus/deficit within Ancillary Services remains with Ancillary Services.

The BUNTEP budget is detailed on page 111. There have been discussions with BUNTEP, MGEU and University College of the North to relocate the program to UCN but no resolution has been achieved. If the program does in fact relocate then the remainder of its budget would transfer to UCN.

Page 112 details Campus Manitoba, which is a joint program with all of the colleges and universities in Manitoba, of which Brandon University is the only administrator. All of the tuition captured within the campus that offers the course remains with that specific institution.

The Chair thanked Mr. Lamont for his overview of the budget and opened the floor to questions.

Mr. Montague questioned if the surplus in Ancillary Services is accumulated or not and Mr. Lamont responded by stating that the surplus is accumulated and is approximately what it was in the previous budget year.

Mr. Stewart recalled that at one time, Ancillary Services carried quite a deficit and Mr. Lamont stated that it in fact was quiet high at one point but they were able to rise out of it.

Dr. Visentin stated that Ancillary Services was able to turnaround when they assumed Food Services and Mr. Lamont further stated that the number of students living in residence has increased substantially which is a big help as well.

Mr. Stewart questioned if the University has any preliminary numbers with respect to enrolment for the 2008/09.

Mr. Lamont stated that application numbers are up by approximately 5% but it is very early in the registration process so at this point there are no meaningful numbers to announce.

Dr. Visentin stated the Brandon University has maintained enrolment which other institutions have experienced a decrease.

The Chair thanked all members of the President's Advisory Group for attending as resource.

6.4 By-laws and Nominating Committee (B. Gamblin)

a) Motion: Chair – Board of Governors

Motion: Moved and Seconded (B. Gamblin/P. Gardner)

**BE IT RESOLVED THAT Mr. Richard Lonstrup be nominated for the position of Chair of the Board of Governors from April 25, 2008 until a new Chair is appointed.**

**55 Apr08  
CARRIED**

The Chair stated that his term as a member of the Board of Governors terminates on June 30, 2008, and he is not eligible for reappointment. He further stated that the Presidential Search Committee is scheduled to commence in the near future and he felt it best to step aside now to allow a new Chair to be appointed so that that person can see the Presidential Search through start to finish.

The Chair called three times for any other nominations and there being none, Richard Lonstrup was acclaimed as the Chair of the Board of Governors.

Mrs. Gross stated that the Board will once again have the opportunity to vote in a new Chair in August as this is when the Executive Committee will be selected for the 2008/2009 year.

A discussion took place regarding the possibility that a new Chair may be selected in August, which would be right in the middle of the Presidential Search. It was confirmed that this certainly is a possibility and it is not that unusual to see a change in the middle of a search. It was agreed that although it may not be unusual it would certainly be undesirable.

6.5 Brandon University Foundation (Vacant/Vacant/J. Malik)

- a) Motion: Annual Distribution Rate – Endowment Funds

Motion: Moved and Seconded (S. Stewart/L. Visentin)

**BE IT RESOLVED THAT the Board of Governors approve the endowment earnings disbursement rate of 5.5% as recommended by the Brandon University Foundation board.**

**47 Apr08  
Carried**

Mr. Lamont stated that the Brandon University Foundation passed a motion at their meeting last fall regarding the annual distribution rate. It was an oversight that this motion did not make it back to the Board of Governors until now. The Board is being asked to approve the rate that has been recommended by the Foundation. This rate is the same rate that was used last year and the year before.

6.6 Knowles-Douglas Student Centre (S. Lamont/Vacant/Vacant)

There was no report.

6.7 Board of Trustees of the BU Retirement Plan (S. Lamont/B. Gamblin)

There was no report.

6.8 Review Committee on the Status of Women (J. Malik)

There was no report.

6.9 Senate (R. Robinson/J. Naylor)

There was no report

6.10 Brandon University Alumni Association (R. Lonstrup)

There was no report.

6.11 Brandon University Students' Union (N. Peto/S. Montague)

- a) Motion: Request for Funding – Work Study Program (2008 – 2009 Academic Year)

Motion: Moved and Seconded (N. Peto/L. Visentin)

**BE IT RESOLVED THAT the Board of Governors approve \$15,000 from the Operating Budget to be allocated to the Brandon University Students' Union towards the continuation of the BUSU Work Study Program for the 2008/2009 academic year.**

**40 Apr08  
CARRIED**

Mr. Peto reported that he and Mr. Montague attended the First Aid for Student Aid event. Mr. Peto also met with Mr. Merv Tweed on April 22<sup>nd</sup>, to discuss the program being dismantled. The last monitor for the BU|Now program was installed marking the program's official completion. Mr. Peto thanked the Board for their partnership on this venture. Mr. Peto also announced that his May 1, 2008, is the last day of his term in office and Mr. Stephen Montague will remain on the Board of Governors as the new BUSU President.

With respect to the motion, Mr. Peto stated that the Work Study Program is very successful and the benefits are two-fold: 1) students get experience working in their chosen field at an undergraduate level and 2) professors receive funding to hire students for work. Previously BUSU pledged \$10,000.00 to the program and this year they have increased their pledge amount to \$15,000.00. BUSU is asking that the Board consider increasing their pledge amount to match BUSU.

Dr. Robinson stated that this is in fact a great program, but she noted that there was an increase in last year's contribution as well as a request for another substantial increase in this year's contribution.

Mr. Peto stated that this year, approximately 20 applications were received and ten were fully funded. There were at least an addition six applications that they would have liked to fund but were unable to do so. BUSU has discussed the possibility of matching contributions with administration of the government and private sector but these discussions are in the preliminary stages. Mr. Peto stated that it would be a shame to see this program be a victim of its own success.

Dr. Visentin stated that other provincial governments do fund programs of this nature and Mr. Peto stated that Mr. Greg Sellinger seemed positive about the possibility when he reviewed the material.

Dr. Grills stated that this program is consistent with the mission of our institution and he suggested that BUSU consider options of shared opportunities with research grants.

**7.0 NEW BUSINESS**

Mr. Peto stated that it was a pleasure working with the Board.

Mrs. Gross presented Mr. Janzen with a Brandon University watch for his dedication to the Board as Chair from 1999 – 2008. Mr. Janzen expressed his thanks to the Board.

**8.0 ANY OTHER BUSINESS**

There was no other business.

**9.0 INFORMATION**

9.1 Brandon University Report of Staff Changes for March 2008

9.2 Transactions of \$25,000 or More – March 8, 2008 to April 11, 2008

9.3 Brandon University Scope 2020 – Achievements to April 2008

Items 9.1 through 9.3 were received for information.

**10.0 ADJOURNMENT**

Motion: Moved and seconded (R. Robinson/S. Montague)

**BE IT RESOLVED THAT the meeting adjourn (6:43 p.m.)**

**CARRIED**

---

Chair, Board of Governors

---

Secretary, Board of Governors