

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

**Thursday, August 28, 2008  
Louis Riel Room**

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**Present:** Mr. R. Lonstrup (Chair), Dr. L. Visentin, Ms P. Gardner, Mr. J. Malik, Ms K. Janz, Mr. S. Montague, Dr. R. Robinson, Ms K. Bayes, Ms L. Wishart, **Dr. L. Mayer**

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

**Regrets:** Ms K. Decter, Mrs. K. Gross, Mr. S. Stewart

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:05 p.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of August 28, 2008

Motion: Moved and seconded (R. Robinson/K. Janz)

**BE IT RESOLVED THAT the agenda of the August 28, 2008, Board of Governors meeting (Open Session) be approved as amended.**

**Additions:**

**6.3 b) Organizational Structure – Dean of Students & Registrar’s Office**

**88 Aug08  
CARRIED  
AS AMENDED**

2.2 Move to Closed Session

Motion: Moved and seconded (K. Bayes/S. Montague)

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

2.3 Approval of Minutes of June 26, 2008

Motion: Moved and seconded (R. Robinson/K. Janz)

**BE IT RESOLVED THAT the minutes of the June 26, 2008, Board of Governors meeting Open session be approved.**

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CARRIED**

2.4 Motion(s) Raised from Closed Session

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

No motions were raised from Closed Session.

**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 students who have received Board of Governors Entrance Scholarships.

5.2 Correspondence from Brandon University Women's Collective

Correspondence dated July 31, 2008, was received from the Brandon University Women's Collective regarding the installation of baby change stations on campus.

Dr. Visentin stated that administration received a copy of this correspondence and is considering the request. There does not seem to be an overwhelming demand in most of the buildings on campus, however, areas subject to public exposure (i.e. gym, main dining room, etc.) may be appropriate locations. It was agreed that this is an operational issue subject to approval by administration. The University will advise the Board of their decision and members may then choose to act if they feel the need to do so.

The Knowles-Douglas Student Centre Commission has reviewed this request and has agreed to install a baby change station in each of the washrooms in their building.

## 6.0 REPORTS

### 6.1 Executive Committee (R. Lonstrup)

There was no report.

### 6.2 President (Dr. L. Visentin)

#### a) Other Matters:

- August 19 – Return from vacation
- August 20 – Meeting with Dr. Lawrence VanBeek, University Registrar
- August 20 – Meeting with Dr. Dean Care, Dean, School of Health Studies
- August 25 – Training session – Respectful Environment Policy with Sharon Cartmill, Taylor McCaffrey – President’s Advisory Group and Conflict Resolution Advisors
- August 26 – New Employee Orientation and BBQ at University House
- August 28 – Meeting with Dr. Michael Kim, Dean, School of Music

#### Upcoming

- August 29 – Bobcat dedication “The Lookout”, General Faculty Council, President’s Picnic
- September 2 – Launch, WMCA
- September 3 – First day of classes
- September 4 – 8 – Bird Studies Canada Fall Meeting, Port Rowan
- September 8 – Electoral Divisions Boundaries Commission, Winnipeg Public Hearings at 2 & 7 p.m.
- September 12 – Fall promotion & tenure workshop
- September 16 – 17 – Electoral Divisions Boundaries Commission (Flin Flon, The Pas, Thompson, Dauphin, Brandon)
- September 19 – Health Studies Renovated Skills Lab Event
- September 22 – 23 – Electoral Divisions Boundaries Commission (Gimli, Beausejour, Steinbach, Winkler)

#### b) Motion: 2009 – 2010 Major Capital Projects

Motion: Moved and Seconded (L. Visentin/K. Bayes)

**BE IT RESOLVED THAT the attached request for the 2009 – 2010 Major Capital Projects be approved.**

Mr. Lamont stated that each year we submit our requests for Major Capital funding to COPSE. Each request is prioritized by the University and the government. Typically only the top three requests are funded, however, if emergency funding is required for additional projects, it is typically provided.

Most of the items on this year's list were submitted in previous years. Once an item is put on the list, it remains there until it is complete or is removed by the University. Items that are listed as "new" are the items that are being added to the list this year.

Mr. Lamont stated that he and Mr. Bill Myers, Director of the Physical Plant, will meet in Winnipeg on September 5<sup>th</sup> to review these proposals as well as the prioritization of the items with StanTech Consulting Ltd. (the company commissioned by COPSE to conduct a comprehensive review of the deferred maintenance requests at universities in Manitoba). According to COPSE's guidelines for prioritization, health and safety requests come first, envelope items come second and program renovations come last. Given the mandate of our organization, it is not necessary the most appropriate ranking system, however, we do receive between \$400,000 and \$1 million each year.

COPSE normally requests these submissions in the middle of June, however, this year the request did not arrive until July 20<sup>th</sup>. Administration was unable to meet the August 5<sup>th</sup> deadline, but COPSE has agreed to receive the submission late once it has the Board's approval.

Dr. Visentin stated that the University does not receive the kind of funding needed from either the federal or the provincial government. The University has had a tuition freeze for the past ten years and maybe it is time the Board start to speak up regarding the funding deficiency.

**CARRIED**

- c) Motion: 2009 Meeting Dates of the Board of Governors and the Board Executive Committee

Motion: Moved and Seconded (S. Montague/L. Wishart)

**BE IT RESOLVED THAT the 2009 meeting schedule for the Board of Governors and Board Executive Committee be approved as follows:**

<u>Board Executive Committee</u>	<u>Board of Governors</u>
<u>Thursday, January 8</u>	<u>Thursday, January 22</u>
<u>Thursday, February 12</u>	<u>Thursday, February 26</u>
<u>Thursday, March 12</u>	<u>Thursday, March 26</u>
<u>Thursday, April 9</u>	<u>Thursday, April 23</u>
<u>Thursday, May 14</u>	<u>Thursday, May 28</u>

Thursday, June 11	Thursday, June 25
Thursday, July 9 ( <i>at the call of the Chair</i> )	Thursday, August 27
Thursday, August 13	Thursday, September 24
Thursday, September 10	Thursday, October 22
Thursday, October 8	Thursday, November 26
Thursday, November 12	
Thursday, December 10 ( <i>at the call of the Chair</i> )	

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CARRIED**

6.3 Vice-President (Academic & Research) (S. Grills)

a) Other Matters

Dr. Grills reported that the four new senior administrators (Dr. W. Dean Care, Dean, School of Health Studies, Dr. Michael Kim, Dean, School of Music, Mr. David Rowland, Dean of Student Services, and Dr. Lawrence VanBeek, University Registrar) have arrived and assumed their roles as of August 1, 2008. Orientation sessions will be held throughout the first term to help assist the new administrators succeed in their new roles (i.e. workshops on promotion and tenure, budget processes, etc.).

Dr. Grills' office is also working to improve the resources available for faculty and has distributed a new teaching handbook to all new faculty members. The Deans have requested that this handbook be distributed to all faculty members on campus to seek input on how to improve it. It will also be launched on the website for all new and existing faculty members.

In cooperation with BUSU, Dr. Grills has a new envelope of funds available for teaching enhancements. These funds are BUSU dollars that have moved from one function to another. The number of dollars available for peer and group tutoring has now more than tripled. Faculty members are now contacting the Dr. Grills regarding tutoring initiatives that they would like funding to try out.

The University is also committed to ensuring that we treat ACC grads as well or better than other universities in Canada do. Dr. Grills will be meeting with the Sociology Department to try to realize an innovative two-way articulation agreement for police studies.

Dr. Grills reminded the Board of past challenges surrounding animal care. Serious recommendations were received after past inspections by the Canadian Animal Care Association. They were on campus again this week and have commended us on the changes we have made in the facility. We do not expect any major issues or recommendations as a result of this inspection. Dr. Grills is confident that we can accomplish any necessary changes for minimal time and funds.

b) Organizational Structure – Dean of Students & Registrar’s Office

Included in the package is an updated version of the organizational structure for the Dean of Students and University Registrar. This position has recently been split into two separate positions. The unions have agreed with the structure of the attached chart and the University Registrar’s function has been recognized. This chart has been communicated with all MGEU and BUFA members and a copy of this transition is now in all of their personnel files.

6.4 Vice-President (Administration & Finance) (S. Lamont)

a) Other Matters

Mr. Lamont stated that budget estimates will be coming to the Board in September. The University administration will present their budget estimates to COPSE members at a meeting in Brandon on a date yet to be determined. This will be an open presentation and students and faculty are welcome to attend.

Premier Doer has appointed commissioner Dr. Ben Levin to hold open session meetings on September 15<sup>th</sup> and 16<sup>th</sup> in Winnipeg. These sessions are the first step in lifting the tuition freeze. Mr. Lamont stated that he will attend on the University’s behalf.

Collective bargaining is still underway and some progress is being made. No meetings were held over the course of the summer.

Mr. Lamont stated that he is currently working on updating the investment policy which is reviewed every three years. This policy provides a broad set of parameters to the investment managers under which they must work. These policies are created with the guidance of the appropriate legislation. The administration typically meets with both investment managers every three months.

The Respectful Environment policy is set to come into effect on September 1, 2008. This policy subsumes sexual harassment, human rights issues and personal harassment. The entire campus community must be made aware of the policy and efforts to do so are underway.

b) Update on Registration Numbers

As of August 14, registration numbers are down approximately 2.7% in credit hours. This number will continue to evolve. We budgeted to be down 3% so we are still within our budget. Application numbers are up 8% but actual registrations are down. The residences are nearing capacity at 400 with 20 vacancies remaining. Some of these students are attending

ACC. Should we reconfigure rooms to house couples, we could potentially house a maximum of approximately 520.

6.5 Board Budget Committee (R. Lonstrup)

There was no report.

6.6 By-laws and Nominating Committee (Vacant)

a) Motion: Composition of Board Executive Committee 2008 – 2009

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

**BE IT RESOLVED THAT Rich Lonstrup be nominated for the position of Chair of the Board of Governors Executive Committee.**

**BE IT RESOLVE THAT Scott Stewart be nominated for the position of Treasurer of the Board of Governors Executive Committee.**

**BE IT RESOLVED THAT Renee Robinson be nominated for the position of Senate Representative of the Board of Governors Executive Committee.**

**BE IT RESOLVED THAT Kristine Janz be nominated for the position of Secretary of the Board of Governors Executive Committee.**

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The Chair stated that vacant positions on the Executive Committee may be filled once new Board members are appointed by the Council on Post-Secondary Education. The Chair then yielded the floor to Dr. Visentin and members voted on the motion.

**CARRIED**

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

The next meeting will be held in October.

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

Mr. Lamont reported that a meeting was held last week. A discussion took place regarding the meeting room commonly known as the Elephant Room. This room is utilized mostly by students and requests for ongoing bookings were received. The committee discussed whether they were prepared to have the room booked on an ongoing basis and it was agreed that based on the requests, it would be possible to do so. A request was also received from the Women's Collective regarding the

installation of baby change tables in all washrooms located in the building. The committee agreed and change tables will be installed in all washrooms.

Mr. Montague added that the drinking fountain approved at the previous meeting has since been installed and is operational. Bike racks have also been purchased through the Beautification Committee.

6.9 Board of Trustees of the BU Retirement Plan (S. Lamont/Vacant)

There was no report.

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

A meeting was held on July 8, 2008. The following items were discussed at this meeting:

- A review of the Status of Women actions is being held. A report of this review will likely be available in the fall;
- A fall wine and cheese and mentors session is being planned for Friday, October 24, 2008;
- The Women's Research Network is planning a session entitled "Making Time for Research" in the month of March 2009. Future sessions may include "From Submission to Publication";
- A promotion and tenure workshop is planned for September 12, 2008;
- The next meeting will be held in the third week of September.

6.11 Senate (R. Robinson/L. Mayer)

a) Motion: 4-Year Drawing Major, 3-Year Drawing Minor, 3-Year Art and Visual Culture Minor

Motion: Moved and Seconded (R. Robinson/P. Gardner)

**BE IT RESOLVED THAT the Board of Governors approve the 4-Year Drawing Major, 3-Year Drawing Minor, and the 3-Year Art and Visual Culture Minor, and forward to COPSE for final approval.**

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Dr. Robinson stated that this proposal expands the range of options available to students. It adds depth and breadth to other programs and does not require any additional funding or human resources.

**CARRIED**

6.10 Brandon University Alumni Association (R. Lonstrup)

The next meeting will be held on September 18, 2008.



6.11 Brandon University Students' Union (S. Montague/K. Bayes)

Mr. Montague reported the following:

- He has had an opportunity to meet with some of the new administrators and is looking forward to working with them;
- The third annual Rock the Block event will be held on September 3 in downtown Brandon;
- A wide array of orientation events will be held throughout the first two weeks of school;
- Peer tutoring offerings will hopefully be live on website for the first day of class. BUSU is working with the faculty to make them aware of the options that are available to both themselves and their students;
- Mr. Montague attended a meeting with COPSE at which they provided an update on changes to the COPSE Act;
- Mr. Montague discussed the relocation of the Physical Plant which is blocking their expansion of the Knowles Douglas building with COPSE;
- The new health and dental plan is now available for full time students and grad students.

**7.0 NEW BUSINESS**

7.1 Confidentiality Agreements

Ms Magee circulated the Confidentiality and Conflict of Interest Agreement to all members in attendance. Mr. Lamont stated that when you agree to serve on a board, you undertake to keep information and material in confidence. By signing this document you acknowledge that you are aware of this duty and agree that you act without conflict of interest as you act on behalf of the institution and not your own personal interest.

Board members signed this document in duplicate and retained one signed copy for their records. Committee members who were not in attendance will be asked to sign this agreement at the next available opportunity. The following motion was made to rid any potential problems with future Board members.

Motion: Moved and Seconded (R. Robinson/K. Janz)

**BE IT RESOLVED THAT all members of the Brandon University Board of Governors sign the Acknowledgement and Undertaking of Confidentiality and Conflict of Interest prior to assuming their role on the Board.**

**CARRIED**

**8. ANY OTHER BUSINESS**

The Chair announced that the Board Service Recognition Event will be held following the next meeting on September 25, 2008.

**9. INFORMATION**

- 9.1 Brandon University Report of Staff Changes for June 2008
- 9.2 Brandon University Report of Staff Changes for July 2008
- 9.3 New External Grants Awarded to Brandon University Researchers – August 9, 2007 – August 18, 2008
- 9.4 Transactions of \$25,000 or More – June 7, 2008 to July 4, 2008
- 9.5 Transactions of \$25,000 or More – July 5, 2008 to August 7, 2008
- 9.6 Items 9.1 through 9.5 were received for information.

**10. ADJOURNMENT**

Motion: Moved and seconded (S. Montague/L. Wishart)

**BE IT RESOLVED THAT the meeting adjourn (6:42 p.m.)**

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors