

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

**Thursday, November 27, 2008  
Louis Riel Room – 5:00 p.m.**

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**Present:** Mr. R. Lonstrup (Chair), Ms P. Gardner, Dr. R. Robinson, Mr. S. Stewart, Dr. L. Visentin, Mr. M. Bolley, Dr. N. Neary, Dr. F. Nichols, Ms K. Bayes

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

**Regrets:** Mr. S. Montague, Mrs. L. McDougald-Williams, Mr. J. Malik

**Absent:** Ms L. Wishart, Mrs. L. Austen, Ms K. Janz

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:12 p.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of November 27, 2008

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

**BE IT RESOLVED THAT the agenda of the November 27, 2008, Board of Governors meeting (Open Session) be approved as amended.**

**Additions:**

**6.3 c) Motion: Amendment to the Rural Development Institute (RDI) Research Affiliate Designation Policy**

**6.4 e) Announcement: Physical Plant**

**6.6 b) Notice of Motion: Signing Authorities By-Law #8**

**114 Nov08  
CARRIED**

2.2 Move to Closed Session

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

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

**CARRIED**

2.3 Approval of Minutes of October 23, 2008

Motion: Moved and seconded (P. Gardner/F. Nichols)

**BE IT RESOLVED THAT the minutes of the October 23, 2008, Board of Governors meeting Open session be approved.**

**118 Nov08  
CARRIED**

2.4 Motion(s) Raised from Closed Session

The Chair announced that the following motions moved to Open Session from Closed Session:

**BE IT RESOLVED THAT Prof. Robert Richardson (School of Music) be granted Professor Emeritus status.**

**BE IT RESOLVED THAT Prof. Sylvia Richardson (School of Music) be granted Professor Emeritus status.**

**3.0 DELEGATIONS**

There were no delegations.

**4.0 CONTINUING BUSINESS**

There were no items of continuing business. The Chair welcomed Mr. Matt Bolley to the Board of Governors. Mr. Bolley is the new Senate representative.

**5.0 CORRESPONDENCE**

5.1 Thank You Letters – Brandon University Centennial Scholarships and Brandon University Board of Governors Entrance Scholarships

Thank you letters were received from students who have received Board of Governors Entrance Scholarships and Brandon University Centennial Scholarships.

**6.0 REPORTS**

6.1 Executive Committee

a) Executive Committee Vacancies

Mr. Lonstrup stated that there are two vacancies on the Executive: the Vice-Chair and the Secretary. Please let Ms Gross know if you are interested.

6.2 President (Dr. L. Visentin)

a) Other Matters

Other matters were discussed in Closed Session.

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

a) Other Matters

Dr. Grills reported that three administrators from the University have been visiting various cities and universities in China to forge new relationships. The University is saying goodbye to three visiting administrators from Dalian University this week.

The Senate Research Committee will be considering a new CRC Chair and a Chair that is not seeking renewal in Science. They will also be considering a replacement for Dr. Sterling Evans who has accepted a position in the United States.

The Dean of Arts search is proceeding. The University is using the same search consultant for this search as for the President Search (The Geldart Group).

The advertisement is out to replace the Director of the Rural Development Institute. Dr. Annis will be going on administrative leave and then retiring.

Dr. Grills is working to address challenges regarding student registration issues. It is hoped that before the start of the academic year two new programs will be in place: one that performs pre-requisite checking and one that performs degree audits.

b) Motion: Application for a Canadian Heritage Arts Presentation Canada Grant

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

**BE IT RESOLVED THAT the Board of Governors approve Dr. Di Brandt's application for a Canadian Heritage Arts Presentation Canada Grant in support of a second Aboriginal Literary Festival at Brandon University in the amount of \$25,000;**

**AND**

**THAT Dr. Di Brandt and Mrs. Linda Burrige have signing authority for the project.**

Dr. Grills stated that grant applications do not normally come to the Board of Governors for approval. He added that this is a requirement of the granting agency.

Ms Gardner noticed inconsistencies in the document related to honorariums and inaccurate budget totals. Dr. Grills stated that he will point out these errors to Dr. Brandt.

Ms Gardner also received clarification on the role of the volunteer co-ordinator.

**124 Nov08  
CARRIED**

- c) Motion: Amendment to the Rural Development Institute (RDI) Research Affiliate Designation Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the amendment to the Rural Development Institute (RDI) Research Affiliate Designation Policy.**

Dr. Grills stated that as he has been working with the Policy, he noticed that he was suddenly in two roles: the Chair and the Vice-President. The policy needs to be changed in order to facilitate a process of reviewing the applications that come forward.

**126 Nov08  
CARRIED**

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

- a) Other Matters

The Office of the Vice-President (Administration and Finance) is busy with grievances and arbitrations.

There are a number of improvements to the pension plan that came out of the BUFA bargaining process. Mr. Lamont has been working on getting ready to present these to the pension trustees.

Mrs. Smith and Mr. Lamont attended the Manitoba Labour Law review sessions that were held last week in Winnipeg. The sessions focus on the most important labour cases in Manitoba and other Canadian cases that would be influential in the Province.

Mr. Lamont attended faculty bargaining workshops in Toronto earlier in the month.

The Province has set aside \$40 million for deferred maintenance issues at its universities. Brandon University's share will be \$3.2 million. This will allow for repairs to a number of buildings on campus. He added that the nature of this funding is not a grant. These monies come by way of loans amortized over 40 years. This allows the money to be forwarded to the next fiscal year.

Mr. Lamont reported that a meeting was held with the Foundation's portfolio manager. Both the endowments and the investments in the pension plan went down 15% in the month of October.

The two Vice-Presidents will begin to make presentations to each of the budget units on campus. Mr. Lamont reviewed the budget cycle with the Board.

Ms Bayes inquired about the priority list for the University's deferred maintenance issues. Mr. Lamont reported that it is a fairly long list which includes heating system valves, replacing coils, lighting, roofs, etc.

Mr. Bolley asked about the anticipated completion date for the Physical Plant. Mr. Lamont reported that we are hoping to have in done by the end of October 2009. It will be located beside the current steam plant.

b) Election for Exemption from Solvency Deficiency Payments

Mr. Lamont reported that the document in the package was a draft he had originally developed. The Plan Actuary reviewed the document and produced the November 25, 2008, document which was handed out to members today.

The Province passed an election for exemption legislation in 2007 which replaced a piece of legislation from 2006. It allows university employers to be exempt from making solvency payments.

Mr. Lamont explained the differences between a going-concern valuation and a solvency valuation.

He added that a notice has gone out to the campus community asking for comments and feedback. BUFA is opposing it, hoping to get the employer to over fund the plan and create a surplus.

Mr. Bolley asked for clarification on the grievance. Mr. Lamont replied that the union's argument is that there is a requirement in the Collective Agreement that the Faculty Association to approve changes to the plan before it goes to the Board.

Dr. Neary asked if another Manitoba university has gone this route. Mr. Lamont replied that the University of Winnipeg had previously applied for an exemption.

Mr. Stewart asked for a clarification on the timeline. Mr. Lamont replied that because we negotiated an improvement to the plan, those improvements automatically trigger a valuation. If a solvency deficiency is found before an exemption is granted, we will have to pay. However, it will minimize payments if we get this in place quickly.

Dr. Nichols asked for a rough estimate. Mr. Lamont replied that it is estimated at around 10 million dollars.

Mr. Lamont added that the consultation process needs to be completed within 30 days and that it must be delivered to the superintendent within 60 days after notice. This issue will need to come back to the Board.

It was decided that a Special meeting will be held following the Executive meeting on Thursday, January 8, 2009.

c) Motion: Borrowing Resolution

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

**BE IT RESOLVED THAT the attached borrowing resolution be approved.**

Mr. Lamont stated that normally a change to a by-law requires a Notice of Motion. He asked that the Board consider forgoing the Notice of Motion requirement. The contents of the by-law are not changing except for the dates 2003 to 2008.

This by-law authorizes the University to have a line of credit of 2 million dollars. The University has not drawn on it in 15 years. Dr. Nichols asked if there is a service charge. Mr. Lamont replied that there was not.

**116 Nov08  
CARRIED**

d) Motion: Annual Disbursement Rate – Endowment Funds

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

**BE IT RESOLVED THAT the Board of Governors approve the endowment earnings disbursement rate of 5.0% as recommended by the Brandon University Foundation board.**

Mr. Lamont stated that the University has a capital preservation policy relating to our endowments. In order to fund scholarships, the University needs to annually set a distribution rate. This has been 5.5% of the average market value of the endowments over the past three years. Of that percentage, 0.5% has been set aside for administrative costs. The rate is recommended by the Foundation and approved by Board. The decision will affect scholarships handed out after January.

Dr. Visentin added that a good number of the universities have a rate lower than ours. Dr. Neary inquired about the minimum rate. Mr. Lamont replied that it is 3.5%.

**117 Nov08  
CARRIED**

e) Announcement: Physical Plant

This item was discussed previously in the meeting.

6.5 Board Budget Committee (R. Lonstrup)

There was no report.

6.6 By-laws and Nominating Committee (K. Janz)

a) Executive Committee Vacancies

The Chair re-iterated the two Executive Committee vacancies.

b) Notice of Motion: Amendment to Signing Authority By-Law #8

Mr. Lamont reviewed the changes that were not highlighted on the motion sheet. He added that the Trustees can not approve, only recommend potential changes.

Mr. Stewart asked if there was any urgency to this matter. Mr. Lamont replied that there was not.

The Board agreed by consensus to waive the Notice of Motion requirement.

Motion: Moved and Seconded (S. Stewart/N. Neary)

**BE IT RESOLVED THAT By-Law No. 8 – Signing Authorities, be amended as follows:**

**16. Brandon University Retirement Plan**

**Subject to the terms of the Trust Agreement (dated August 15, 1991 and amended February 25, 1999) between Brandon University and the Pension Trustees of the Brandon University Retirement Plan:**

- a. **Contracts and disbursement of funds on behalf of the Brandon University Retirement Plan are authorized by:**

**The Chair, Board of Pension Trustees**

**Plus: One of the other two identified Trustees**

- b. **The Trustees Agreement is signed by all of the standing Pension Trustees.**

- c. **The approval process for changes to the Brandon University Retirement Plan is:**

**Recommendation, if applicable, by the Pension Trustees and**

**Approval by Brandon University Faculty Association and**

**Approval by the Board of Governors**

**Resolutions, following approval of the Board of Governors, shall be signed by:**

**Any one of: Chair, Board of Governors  
Vice-Chair, Board of Governors  
Treasurer, Board of Governors  
Secretary, Board of Governors**

**Plus**

**Any one of: Senate Rep to the Board of Governors Executive  
Committee  
Brandon University Student Union Rep to the Board of  
Governors Executive Committee  
President and Vice-Chancellor, Brandon University  
Vice-President (Administration & Finance), Brandon  
University**

**CARRIED**

6.7 Brandon University Foundation (S. Montague/K. Bayes/J. Malik)

- a) Motion: Standing Ovation Campaign Extension

Motion: Moved and Seconded (K. Bayes/M. Bolley)



**BE IT RESOLVED THAT the Board of Governors support in principle the extension of the School of Music “Standing Ovation” Campaign from January 1, 2009 to December 31, 2009.**

**125 Nov08  
CARRIED**

Ms. Bayes reported that the Foundation Semi-Annual meeting was held on November 15<sup>th</sup>, 2008. A number of new members have joined the Foundation. A discussed occurred regarding recruitment tactics.

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

There was no report.

6.9 Board of Trustees of the BU Retirement Plan (S. Lamont/A. Gulliver (n/a))

Mr. Lamont reported that the Trustees will be engaging in a review of the investment fund manager. The Committee has chosen Mr. Greg Malone who hopes to have a report ready for a February meeting.

The Trustees made a few modifications to the election for solvency notice to the campus community.

The Trustees have decided to use the 120/20 principle for 11% of the Plan's earnings.

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

There was no report.

6.11 Senate (R. Robinson/M. Bolley)

a) Motion: RPN Program Expansion Initiative

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

**BE IT RESOLVED THAT the RPN Expansion Initiative from the School of Health Studies, Department of Psychiatric Nursing, be approved and forwarded to the Council on Post-Secondary Education (COPSE) for appropriate action.**

The expansion will allow 12 new seats into the program. The Province announced funding for 200 new seats and this expansion would allow for some of those seats to come to BU. We would get people who have already succeeded in post-secondary education.

**122 Nov08  
CARRIED**

b) Motion: Statement of Intent – Master of Psychiatric Nursing

Motion: Moved and Seconded (R. Robinson/M. Bolley)

**BE IT RESOLVED THAT the Statement of Intent for the Master of Psychiatric Nursing be approved and forwarded to the Council on Post-Secondary Education (COPSE) for appropriate action.**

The University has been recognized as a leader in this area and this program will assist with attracting and maintaining faculty.

**123 Nov08  
CARRIED**

6.12 Brandon University Alumni Association (R. Lonstrup)

The Chair noted that the Alumni Association has welcomed two new board members, Mrs. Elizabeth McLeod and Mrs. Debra Carnegie.

The Fall/Winter issue of Alumni News will be released in the coming weeks. This is a green themed issue featuring Andrew Souvaliotis.

The Alumni Association is hosting *An Evening with Henry Champ*, Chancellor Elect, on December 3, 2008. Mr. Champ will give his perspective on the U.S. Presidential Election. The Chair noted that this event is getting a great response and 250 of the 400 tickets are already committed. This event is open to the public and the Chair noted that tickets were available for Board members should they wish to attend.

Other upcoming Alumni events include an evening of entertainment at the Winnipeg Symphony Orchestra on March 20, 2009, and Exam Relief with free coffee and donuts for students as they prepare for end of the year exams.

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

Ms Bayes reported that BUSU is one of the major sponsors of the Henry Champ Alumni Event. The Women's Collective will be holding a vigil at City Hall on December 5<sup>th</sup> at 11:00 a.m. to remember the victims of the Montreal massacre. BUSU hosted its semi-annual AGM. A By-Election was held last week. There was only one contested position as all of the others were acclaimed. She added that BUSU is receiving feedback from students with respect to extended library hours. BUSU will be asking for these hours to continue.

**7.0 NEW BUSINESS**

No items of new business were discussed.

**8.0 ANY OTHER BUSINESS**

Mr. Stewart noted that the Presidential Search continues on and interviews will be held over the next two weeks.

Ms Gardner requested an update on the move of the BJ Hales Museum.

Mr. Lamont noted that the School Board has passed a motion to proceed with the move and an architect is working to finalize the details. The first phase of the ceramics is complete and operational.

Dr. Grills noted that the agreement with the Art Gallery has been done annually and our hope is that we will not need to utilize that teaching space once our own facility is operational. It could be that additional sessions may be accommodated in this space in the future.

**9.0 INFORMATION**

- 9.1 Transactions of \$25,000 or More – October 4, 2008 to November 7, 2008
- 9.2 Report of Staff Changes – October 2008
- 9.3 Contracts/Agreements Report – November, 2008
- 9.4 International Agreements – November, 2008
- 9.5 Telephones/Computers and Maintenance/Warranty Agreements – November, 2008
- 9.6 Brandon University Scope 2020 – Achievements to November 2008

Items 9.1 through 9.6 were received for information.

**10.0 ADJOURNMENT**

Motion: Moved and seconded (M. Bolley/S. Stewart)

**BE IT RESOLVED THAT the meeting adjourn (6:53 p.m.)**

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors