

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

**Thursday, August 27, 2009  
Louis Riel Room**

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**Present:** Mr. M. Abbey, Ms S. Armstrong, Ms L. Balanko, Ms J. Biggs, Dr. D. Brandt, Dr. P. Carrabré, Mr. R. Lonstrup (Chair), Mr. J. Malik, Mrs. L. McDougald-Williams, Mr. S. Montague, Dr. D. Poff

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

**Regrets:** Dr. F. Nichols

**Absent:** Mr. I. Doherty, Ms K. Janz

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:21 p.m.

The Chair welcomed President and Vice-Chancellor, Dr. Deborah Poff, new OIC appointees Mr. Mike Abbey and Ms Sandra Armstrong, and Senate Representative, Dr. Di Brandt, to the Board of Governors.

The Chair announced that the annual Board Service Recognition Dinner will be held following the regular Board meeting on Thursday, September 24<sup>th</sup>. Invitations will be circulated in the near future.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of August 27, 2009

Motion: Moved and seconded (S. Montague/L. McDougald-Williams)

**BE IT RESOLVED THAT the agenda of the August 27, 2009, Board of Governors meeting (Open Session) be approved as amended:**

**5.3 Letter dated August 24<sup>th</sup>, 2009, from Mr. Kirk DeFazio, Athletic Director**

**87 Aug09  
CARRIED AS  
AMENDED**

2.2 Move to Closed Session

Motion: Moved and seconded (L. McDougald-Williams/P. Carrabré)

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

**CARRIED**

2.3 Approval of Minutes of June 25, 2009

Motion: Moved and seconded (L. McDougald-Williams/M. Abbey)

**BE IT RESOLVED THAT the minutes of the June 25, 2009, Board of Governors meeting Open session be approved.**

**89 Aug09  
CARRIED**

2.4 Motion(s) Raised from Closed Session

**BE IT RESOLVED THAT the following motion was raised from Closed Session:**

**BE IT RESOLVED THAT the Board of Governors approve the ratification of the President's decision that Dr. Marion Terry's application for Sabbatical Leave be approved. Dr. Marion Terry has requested that the leave as initially approved from August 1, 2009 to July 31, 2010 be postponed and revised to allow for a one-year sabbatical at 80% salary over two six-month periods commencing January 1, 2011 to June 30, 2011 and from January 1, 2012 to June 30, 2012.**

**3.0 DELEGATIONS**

There were no delegations.

**4.0 CONTINUING BUSINESS**

There was no continuing business.

**5.0 CORRESPONDENCE**

5.1 Thank You Letters – Board of Governors Advanced Early Admission Entrance Scholarship

Thank you letters for the Board of Governors Advanced Early Admission Entrance Scholarship were received from 38 students.

5.2 Letter dated June 25, 2009, from the Council on Post-Secondary Education regarding 2009/10 major capital grants

This letter illustrates the approval of funding for major capital projects.

5.3 Letter dated August 24, 2009, from Mr. Kirk De Fazio, Athletic Director

Mr. Lamont stated that the issue of a defibrillator machine arose a few years ago from the Health and Safety Committee. The issue was discussed at the Board of Governors and at that time it was decided that it sounded like a good idea but the challenge of the administration and the risk involved were too high. The issue came back through the Health and Safety Committee and the Board of Governors a second time. The second time around the Board was not interested in doing a broad deployment but if a specific department agreed to undertake the administration and deal with the risk management, they would consider it.

Mr. Lamont stated that about a week ago, the Heart and Stroke Foundation contacted Mr. De Fazio to see if the gymnasium would like to be considered as a possible recipient of one of 40 free AED machines as part of their nationwide program. The challenge is that we were given two days to decide if we would accept or not and it was clear that the last time the issue arose, the Board would consider the issue if a proposal was submitted. Given the timeline, we gratefully declined their offer. The Heart and Stroke Foundation then said that their August 21<sup>st</sup> deadline was not firm and they would allow us some additional time to consider it. Mr. De Fazio has discussed the issue with his colleagues in the building and they are interested in accepting the responsibility but he has not yet developed a full proposal to address the issues of training, maintenance, etc. Mr. Lamont stated that senior administration decided to make the Board aware of the issue and noted that they have encouraged Mr. De Fazio to develop a formal proposal to be brought forward to the Board in September.

Mr. Montague questioned if the end of September is acceptable with the Heart and Stroke Foundation.

Mr. Lamont stated that he has not been corresponding with them so he does not know.

Mr. Montague questioned if the Board could approve the acquisition pending the completion of a proper proposal as it would be a shame to lose out due to the timing of the next Board meeting.

The Chair stated that at this point, the Board would not know what it would be voting on.

Mrs. McDougald-Williams asked that if a proper proposal was submitted, would the Board consider voting on it electronically.

Dr. Poff stated that she has asked Mr. De Fazio to provide such information as: how many universities in Canada have an AED; what are the associated risks and liabilities; what are the benefits; what is the range of cost for training; etc. Dr. Poff stated that once the proposal has been provided it could be distributed for discussion and if at that time Board members felt they were prepared to vote, they could do so electronically.

## 6.0 REPORTS

### 6.1 Executive Committee (R. Lonstrup)

- a) Motion: Board of Governors Meeting Dates – 2010

Motion: Moved and seconded (L. McDougald-Williams/L. Balanko)

**BE IT RESOLVED THAT the 2010 meeting schedule for the Board of Governors and Board Executive Committee be approved as follows:**

<b>Board Executive Committee</b>	<b>Board of Governors</b>
<b>Tuesday, January 19</b>	<b>Thursday, January 28</b>
<b>Tuesday, February 16</b>	<b>Thursday, February 25</b>
<b>Tuesday, March 16</b>	<b>Thursday, March 25</b>
<b>Tuesday, April 13</b>	<b>Thursday, April 22</b>
<b>Tuesday, May 18</b>	<b>Thursday, May 27</b>
<b>Tuesday, June 15</b>	<b>Thursday, June 24</b>
<b>Tuesday, July 13 (<i>at the call of the Chair</i>)</b>	<b>Thursday, August 26</b>
<b>Tuesday, August 17</b>	<b>Thursday, September 23</b>
<b>Tuesday, September 14</b>	<b>Thursday, October 28</b>
<b>Tuesday, October 19</b>	<b>Thursday, November 25</b>
<b>Tuesday, November 16</b>	
<b>Tuesday, December 14 (<i>at the call of the Chair</i>)</b>	

**85 Aug09  
CARRIED**

- b) Motion: Board Executive Committee Position Appointments

Motion: Moved and seconded (M. Abbey/P. Carrabré)

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

**BE IT RESOLVED THAT Laura McDougald-Williams be nominated for the position of Treasurer 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.**

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

**BE IT RESOLVED THAT Stephen Montague be nominated for the position of Student Representative of the Board of Governors Executive Committee.**

**84 Aug09**

The Chair announced that the position of Vice-Chair remains vacant and asked those who may be interested to contact Kristine Janz or Kristen Fisher.

**CARRIED**

- c) Motion: Auditor's Report on Applying Agreed Upon Procedures regarding the University's compliance with the U.S. Department of Education's Federal Family Education Loan Program for the year ended March 31, 2009

Motion: Moved and seconded (L. Balanko/S. Armstrong)

**BE IT RESOLVED THAT the Board of Governors approve the University's compliance with the U.S. Department of Education's Federal Family Education Loan Program for the year ended March 31, 2009.**

**83 Aug09**

The Chair stated that this audit is a compliance audit and is required by the U.S. Department of Education to ensure that we have complied with the terms and conditions of the program, which we have.

**CARRIED**

- d) Motion: Amendment to the Central Appointments Committee Policy

Motion: Moved and seconded (S. Montage/L. Balanko)

**BE IT RESOLVED THAT the Board of Governors approve the amendments to the Central Appointments Committee Policy as follows:**

**Representing the campus operating units, the membership of the CAC consists of:**

**Add: University Registrar**

**88 Aug09**

The Chair stated that this motion is a result of the division of the positions of Dean of Students and University Registrar.

**CARRIED**

6.2 President (D. Poff)

a) Report from the President

The President circulated a report to the Board of Governors which highlights various internal and external activities and meetings, including the following:

- Met with the executive of the MGEU, BUFA, and BUSU and is in process of negotiating standing meetings with each to keep conversation and dialogue open and transparent.
- Begun meetings with University unit heads. This is a preamble to establishing terms of reference for a visioning and strategic planning exercise.
- Begun meetings with community leaders in Brandon and Winnipeg including Mr. Joel Ward, Dr. Donna Michaels, Mr. Merv Tweed, Mr. Drew Caldwell, and Mayor Dave Burgess.
- Started hosting open door drop-in meetings. Meetings will alternate between individual private meetings and open door group meetings.
- Spoke with Coordinator of International Activities about expanding international exchange opportunities, internationalizing our campus, and becoming a Golden Key campus.
- Beginning to develop a series of goals and objectives documents for this academic year. The goals and objectives for the Deans and Directors will be organized through the offices of the Vice-Presidents.
- Discussed with the Chair a professional development retreat for the Board of Governors.

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

a) Report from the Vice-President (Academic and Research)

Dr. Grills reported the following:

- Attended an international conference on first-year experience including a session on best practice for first-year retention.
- Will attend a conference on labour relations for academic administrators which will have some focus on performance reviews.
- The new BU website has been launched. Mr. Al Dunthorne and the IT Services team have worked very hard and have almost completed clean up on the first two levels. A new content management system is now also in place.
- New Employee Orientation will be held on September 2<sup>nd</sup>. This year's event is more streamlined with more focused sessions.
- A celebration of teaching will be held on September 3<sup>rd</sup>. Dr. Poff will be the opening speaker and a 3M speaker from the University of Saskatchewan will close the event. The event will also feature a faculty panel and a recent alumni panel. At this time, approximately 35% of the teaching faculty have pre-registered.
- The Dean of Students, Mr. David Rowland, has organized what amounts to a major change in new student orientation. The events are scheduled to begin on September 8<sup>th</sup>. At this time, 402 new students have registered and 133 student ambassadors have signed up to help.
- The new Dean of Arts, Dr. Bruce Strang has arrived as have Mr. Bill Ashton, the Director of the Rural Development Institute, and Ms Kerry Murkin, the Coordinator of Research Services.
- As of this afternoon, the University is in compliance of Bill C-11, the Human Pathogens and Toxins Act.

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

a) Report from the Vice-President (Administration and Finance)

Mr. Lamont reported the following:

- The arbitration surrounding the move of BUNTEP to UCN is complete. With regards to BU employees who will be displaced by the move, the award is a redundancy. There is a process within the Collective Agreement to work with these employees and if they cannot be redeployed, they will receive a payout. It was also decided that an employer can assign the employees to work for another employer (i.e. UCN) as long as they continue to work under the Collective Agreement for which they were hired.
- H1N1 preparations continue. Information is being supplied by the provincial and federal governments as well as the Brandon Regional

Health Authority. We continue to communicate with students, faculty and parents as part of the ongoing process.

- The University will make a budget estimate presentation for 2010-2011 to the Council on Post-Secondary Education on September 18<sup>th</sup>. The Council will meet with student and faculty representatives on the same day.
- The Clean Air Policy will be implemented on September 1<sup>st</sup>. Five locations have been designated as smoking areas: outside of SUDS, the Main Dining Hall, the South side of the Brodie Building, the Gymnasium, and the North side of the McKenzie Building. These locations will be monitored and all other ash trays that are located in areas not designated for smoking will be removed.
- The FNAC arbitration is complete but no report has been provided. Most of the issues dealt with the Respectful Environment Policy and the ways that it could be interpreted.
- The arbitration regarding the election to be exempt from solvency deficiency payments was complete in April but no award has been received.
- The construction of the new Physical Plant building is going well. The project is under budget and approximately one month behind schedule. The expansion of the Knowles Douglas building will commence as soon as the old Physical Plant building has been vacated.

Dr. Brandt questioned how the designated smoking areas will be advertised.

Mr. Lamont stated that the permanent signs will not be available until mid to late September but other signs will be posted in other areas on campus to indicate where the smoking areas are. The designated areas will also be furnished with benches, a butt can, a regular garbage can, and a sign.

6.5 Board Budget Committee (R. Lonstrup)

There was no report.

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

a) Board Committee Appointments 2009 – 2010

The Chair noted that the list of subcommittees was included in the Board package. Members are asked to advise Kristen Fisher of their first and second choices by September 15, 2009.

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

There was no report.

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

Mr. Lamont stated that there was some difficulty with one of the tenants in the Knowles-Douglas building and unfortunately they were evicted for non-payment of rent for over a year.

Development of the expansion plan continues. The University has decided that it will not be getting any additional money for the two lecture theatres which would have been built in conjunction with the expansion. The committee responsible for the design and construction, which includes Ms Stacey Senkbeil, Mr. Stephen Montague, Mr. Scott Lamont, and Mr. Bill Myers, has met with the Credit Union to ensure that there are no roadblocks with respect to the funding. Given that the University is a partner of the Knowles-Douglas Commission, it is in its best interest to support the application to ensure that they get good rates. Once the project is fully priced, the proposal will go to the Credit Union and they will likely require a letter of support from the Board of Governors.

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

There was no report.

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

There has been no meeting. The next meeting will be held on September 22<sup>nd</sup>.

6.11 Senate (D. Brandt/P. Carrabré)

There has been no meeting.

6.12 Brandon University Alumni Association (R. Lonstrup)

There has been no meeting.

6.13 Brandon University Students' Union (S. Montague/L. Balanko)

Mr. Montague circulated a report to Board member. Highlights of said report are as follows:

- Conducted research on Accessibility Audits that are used across Canada. Drafted Accessibility Audit that will hopefully be conducted in partnership with the University.
- Made some changes to the Tutor Registry Program and will be meeting with various faculty councils to promote and encourage faculty to set-up group tutor sessions for their classes.
- Staff and council members volunteered at the Brandon Folk Music and Art Festival and operated a booth to promote various campaigns and initiatives.

- Presented to Brandon City Council in July to request changes to the parking bylaw that affects the area surrounding the University. BUSU was successful and one hour parking limits have been increased to two hours and are only applicable from September 1 to April 30.
- Rock the Block (September 17<sup>th</sup> between 7<sup>th</sup> and 9<sup>th</sup> Street) has been finalized and will feature Marianas Trench, State of Shock, Default, the Sheepdogs and Library Voices.
- The Orientation schedule has been finalized and includes two weeks of activities.
- BUSU and BUAA have partnered to provide all first year students with a free reusable water bottle which will be included in their orientation packages.
- BUSU Executive met with Dr. Poff and both parties have agreed to regular meetings.
- KDC continues with renovations with the Elephant Room receiving an update with new flooring, paint, drapery, etc.
- Met with architects to discuss the KDC expansion. BUSU will approach the KDC to discuss the development of a childcare facility as part of the expansion process.
- Preparing for the September 18<sup>th</sup> presentation to the Council on Post-Secondary Education as part of their budget estimates consultations.
- BUSU will participate in the five-year review of COPSE on September 2<sup>nd</sup>.
- BUSU will host a BU appreciation BBQ on August 31<sup>st</sup> for all faculty, staff, administration and members of the Board of Governors. A formal invitation will be circulated via email tomorrow.

## **7.0 NEW BUSINESS**

No items of new business were discussed.

## **8.0 ANY OTHER BUSINESS**

No other business was discussed.

## **9.0 INFORMATION**

- 9.1 Report of Staff Changes – June, 2009
- 9.2 Report of Staff Changes – July, 2009
- 9.3 Final List of May 30, 2009, Graduates
- 9.4 Transactions of \$25,000 or More – June 6, 2009 to July 3, 2009
- 9.5 Transactions of \$25,000 or More – July 4, 2009 to August 6, 2009
- 9.6 Report on New External Research Awards – August 19, 2008 to August 20, 2009

Items 9.1 through 9.6 were received for information.

**10.0 ADJOURNMENT**

Motion: Moved and seconded (L. Balanko/M. Abbey)

**BE IT RESOLVED THAT the meeting adjourn (6:23 p.m.)**

**CARRIED**

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Chair, Board of Governors

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Secretary, Board of Governors