

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

**Thursday, September 24, 2009  
Louis Riel Room – 5:00 p.m.**

---

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

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

**Regrets:** Mr. M. Abbey, Mr. I. Doherty

---

**1.0 CALL TO ORDER**

The Chair called the meeting to order at 5:03 p.m.

**2.0 AGENDA AND MINUTES**

2.1 Approval of Agenda of September 24, 2009

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

**BE IT RESOLVED THAT the agenda of the September 24, 2009, Board of Governors meeting (Open Session) be approved.**

**96 Sept09  
CARRIED**

2.2 Move to Closed Session

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

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

**CARRIED**

2.3 Approval of Minutes of August 27, 2009

Motion: Moved and seconded (S. Armstrong/J. Malik)

**BE IT RESOLVED THAT the minutes of the August 27, 2009, Board of Governors meeting Open session be approved.**

**98 Sept09  
CARRIED**

2.4 Motion(s) Raised from Closed Session

No motions were raised from Closed Session.

**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 Entrance Scholarships

Thank you letters for the Board of Governors Entrance Scholarships and the Board of Governors Advanced Early Entrance Scholarships were received from 68 students.

**6.0 REPORTS**

6.1 Executive Committee (R. Lonstrup)

There was no report.

6.2 President (D. Poff)

a) Report from the President

Highlights of the President's report are as follows:

- Organizing a trip to the Northern Ontario School of Medicine as part of the initial research into different models of undergraduate medical education in Canada.
- Continue to meet with community leaders as well as politically elected officials at the municipal, provincial and federal level. Meetings with members of the internal BU community continue as well.
- Accepted to serve on an advisory committee for a centre for professional and applied ethics at the University of Manitoba and will be presenting a public lecture there later this year.
- Sponsored today's Chamber luncheon and distributed our most recent student recruitment materials.

- Chancellor Henry Champ has kindly agreed to create a recruitment DVD for international recruitment of students.
- In the process of establishing a Brandon University President's Community Advisory Committee with representation from community business and professional people.
- Set the senior management day long retreat for October 9<sup>th</sup>.
- The organizational structure for the University Strategic Plan Exercise was circulated. It proposes one main Strategic Planning Steering Committee with three subcommittees: Student Success; Research, Community Engagement and External Relations; and Infrastructure and Support.
- Held a very successful Launch Ceremony on September 8<sup>th</sup> for first year students. The event was well attended and faculty and administration have been actively participating in other university orientation activities.
- Gave keynote address at very well attended teaching enhancement workshop which was organized by Dr. Grills.

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

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

Dr. Grills circulated his report to the Board of Governors. Highlights of said report are as follows:

- The Council on PSE has approved the following new academic programs: 4-year honours Major in Biology, 4-year Major in Biology, 3-year Major in Biology, and a minor in Biology; 4-year BFA (General); 3 and 4-year Minor in Creative Writing.
- Involved in presentations as part of New Employee Orientation in the areas of research and teaching.
- NSERC site visit occurred September 9, providing direct support for applicants.
- Notified by CRC program that there will be a one month delay in their determination on planned CRC in History.
- Total funds available for distribution via BURC in 2009-10 are down 14% from last year which results in funding for three less programs than last year.
- Teaching Enhancement Committee's one-day conference saw more than 60 registrants and more than 80 participants.
- Teaching Enhancement Envelope that supports tutorials will be fully committed. This is a new initiative that seems to be very well received across all of the faculties.

- Afghanistan Memorial Scholarship was approved by Senate and has been implemented. BU received strong regional, provincial and national press coverage.
- BU is planning to expand its recruitment presence in aboriginal communities through the hiring of a half-time recruitment officer who will have primary responsibility for these files.
- Board members asked for library access. This has been granted and will be implemented in the coming days.

Dr. Brandt questioned why the CRC is being delayed.

Dr. Grills stated that he received notification that their program is again delayed and he was provided with no further explanation.

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

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

Highlights of Mr. Lamont's report are as follows:

- Knowledge Infrastructure meeting held in Winnipeg on September 1<sup>st</sup> to discuss the management of the approved projects.
- Three projects were sent to tender but funding was only provided for one project (moving the IT Server room) through the Knowledge Infrastructure Program. The development of designs and drawings totalled approximately \$269,000 but was necessary due to the timelines set for projects successful in the funding process.
- A temporary parking lot, to be located on the South side of the Brodie Building, was approved by the City. This lot will add 150 parking spots to replace the 58 which were located where the new Physical Plant building is being constructed.
- The mediation/arbitration report was received on the FNAC arbitration with BUFA. Senior administration is working to implement the recommendations in accordance with the deadlines set out in the order.
- The pension contribution arbitration will be delayed for sometime. Dr. Forrest was on the BUFA bargaining committee and is the most knowledgeable on the issue. Unfortunately, Dr. Forrest is dealing with a family issue and is unavailable at this time.
- H1N1 preparedness continues. Hand sanitizing stations are being deployed, campus communication continues, and posters are up. MUSCH will be having a special meeting to consider the issue of H1N1 and to ensure that the City is prepared.
- The School of Music has come up with an innovative plan to replenish and maintain their pianos. Under this plan, five new pianos will be

purchased and upgraded for use by the School for a period of approximately five years. After this, they are to be sold and replaced by a subsequent batch of new pianos at very little cost difference. Mr. Mark Cramer, piano technician for the School, is assisting with the acquisition and upgrading of the pianos. Funding is approximately one-third from each of School of Music carry-forward funds, Standing Ovation Campaign funds and University unappropriated surplus.

Ms Janz questioned the frequency of the MUSCH meetings. Mr. Lamont stated that this group typically meets quarterly. The group includes representatives from the City of Brandon, the University, the School Division, Assiniboine Community College, and the Brandon Regional Health Authority.

Ms Janz questioned what the purpose of the group is. Mr. Lamont stated that the purpose is to share information. The topics of discussion are of general interest to the people who work within the public sector including government grants, policies, collective bargaining, poverty in the city, enhanced programming within the school division, etc.

Dr. Poff noted that a special meeting has been called to discuss H1N1 to ensure that everyone is communicating and planning for possible serious circumstances.

Mr. Lamont stated that there no minutes or notes taken at the meetings to ensure that members can speak freely about the various issues.

6.5 Board Budget Committee (R. Lonstrup)

a) Minutes of September 15, 2009 (Subject to Approval of BBC)

The minutes of the September 15, 2009 Board Budget Committee meeting were received for information.

b) Motion: 2010 – 2011 Budget Estimates

Motion: Moved and seconded (K. Janz/D. Brandt)

**BE IT RESOLVED THAT the Board of Governors approve the Brandon University 2010 – 2011 Budget Estimates as recommended by the President and the Board Budget Committee.**

Dr. Poff circulated the budget estimates PowerPoint presentation that was presented to the COPSE last Friday. The first two pages summarize our key message – now is not a time to cut back on university education and research. Learn Canada 2009 has a number of initiatives that are consistent with what Brandon University wants to achieve including enrolment growth, retention and enrolment management, expanded collaboration and partnership, research, and expanded opportunities for graduate education. Dr. Poff stated that BU is willing to participate to our utmost but we will be significantly challenged if we are not funded to do so. The rest of the presentation is a combination of items prepared by Dr. Grills (i.e. program growth and research capacity) and Mr. Lamont (i.e. enrolment and costs).

Mr. Lamont reminded members that the budget estimates are high level documents as they are the start of the budgeting process. This document essentially takes the budget from the previous year, assumes that we do the exact same thing, and determines what the inflation would be. When assuming that all vacant positions are filled, we will need \$3 million more which is an increase of approximately 10%. Mr. Lamont noted that the largest grant the University has received is 6%, and a grant of 5% is not unreasonable. The document also addresses how much tuition would have to be raised if grants were to stay the same and the answer is 48%. Mr. Lamont stated that the document assumes that there is no increase in tuition fees. Although the tuition freeze has been lifted, there is a restraint on how much fees can go up. Mr. Lamont noted that enrolment is assumed to decline 3%.

Mr. Lamont noted that during the period of the tuition freeze, grants increased but not by as much as was required to cover the inflationary costs. Manitoba is the second lowest funded province on a per FTE student basis in the country. If Brandon University received the same funding as the average province in Canada, our \$3 million deficit would be wiped out and we would be left with approximately \$1 million to designate elsewhere. If Brandon University does not get the grants we require, it will either need to increase revenue or make cuts, however, if you make cuts, you decrease your services.

Dr. Grills stated that if all of our expansionary programs and new programs were funded, it would require approximately \$1.7 million (continuing costs, not start-up dollars). The following undergraduate expansion programs and master full programs are in process: Master of Psychiatric Nursing, Exploration Geophysics, Graduate Studies Program Expansion Focusing on Rural and Aboriginal Education Leadership, Master of Arts in Prairie Studies, Philosophy – Applied Ethics, Biology, Interdisciplinary Master of Science, and French.

Dr. Brandt questioned what the funding difference is between Manitoba and other provinces.

Mr. Lamont stated that provinces such as Saskatchewan are funded on a FTE basis whereas the grants are set for each institution in Manitoba. Funding within Manitoba is very uniform.

Dr. Brandt asked if there is an analysis on why there is a decrease in enrolment.

Mr. Lamont stated that the best indication is demographics. An earlier analysis of children enrolled in the public school system indicated that we would start to see a decline in 2010/11. We are seeing this decline a bit early. Mr. Lamont noted that when the economy is booming, people get jobs. With the economy the way it has been, we should have seen a big jump in enrolment, but Manitoba did not.

Mr. Montague stated that the term enrolment refers to credit hours not head count. Brandon University is actually up ten students but students are taking less courses. This could be because of a number of things including rising costs of education, a shortage of housing, etc.

Mr. Lamont stated that the term enrolment was discussed at the Board Budget Committee and better, more clear information has been incorporated.

Ms Janz made reference to the three-year funding plan that was done a few years back.

Mr. Lamont stated that we have asked repeatedly to do multiple year plans as budgeting one year at a time is difficult. Only once in the past 17 years has the province done a three-year announcement.

Dr. Poff stated that the highest growth is in Aboriginal student enrolment. The University plans to step-up recruitment and retention strategies for Aboriginals.

Dr. Brandt questioned if that will mean expanding Aboriginal programming.

Dr. Poff stated that there are a number of programs and strategies for making sure Aboriginal people are successful at university. We will primarily need to provide an enrichment environment that will ensure a high probability for their success.

Dr. Grills stated that the teaching enhancement envelope will be used strategically for such things like peer tutoring which will help increase retention. Dr. Grills further stated that the Indigenous Peoples' Centre is as welcoming as it has ever been and it is meeting the needs of students as defined by the students. The Dean of Students has also been asked to develop the vacant position in the IPC into a position of leadership.

Dr. Brandt stated that matching funding was provided to secure a grant for an Aboriginal writer in residence. Dr. Brandt hopes that this will turn into an annual position.

Dr. Nichols questioned why The University of Winnipeg has experienced such an increase in enrolment.

Dr. Grills stated that this is the result of a rather signification planning exercise during which some programs were reconfigured. Graduate programs were added and the University embarked upon a significant international initiative. They have also reached out to the downtown Aboriginal community and have hired a new recruiter who is a young Aboriginal man who is reaching out to the communities. They also took apart their senior administrative structure and added academic leaders who are responsible for things like research, external relations, etc.

**CARRIED**

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

a) Motion: Board Committee Appointments 2009 – 2010

Motion: Moved and seconded (K. Janz/L. Balanko)

**BE IT RESOLVED THAT the appointments to the following Board of Governors committees for 2009 – 2010 be approved:**

**By-Laws and Nominating Committee**

**Kristine Janz (Chair)**

**Joanne Biggs**

**Frank Nichols**

**Patrick Carrabré**

**Laura Balanko (Student Representative)**

**Foundation Management Committee**

**Sandra Armstrong**



**Board of Directors of Foundation**

Patrick Carrabré (Senate Representative)  
Stephen Montague (Student Representative)  
Sandra Armstrong (OIC Representative)

**Knowles-Douglas Student Centre**

Mike Abbey (Board of Governors Representative)  
Scott Lamont (Administration Representative)  
Kelly Saunders (Faculty Representative)  
Amanda McGregor (Alumni Representative)

**Board of Trustees of the BU Retirement Plan**

Scott Lamont  
Austin Gulliver

**Brandon University Senate**

Stephen Montague

**Review Committee on the Status of Women**

Jagdish Malik

**100 Sept09  
CARRIED**

- b) Motion: Amendment to the Appointment and Review of Academic Administrators Policy

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

**BE IT RESOLVED THAT the Board of Governors approve the proposed amendments to the Appointment and Review of Academic Administrators Policy.**

**101 Sept09**

Dr. Grills stated that this motion is in response to correspondence received from Ms Lisa Murray, requesting that MGEU representation be extended on decanal search committees. Dr. Grills reviewed and amended the policy with that intent and also clarified the process by which the student senator is decided.

Dr. Carrabré noted that he was troubled by the number of music faculty on a decanal search committee as it would amount to less than 1/3 of the committee which seems a bit disproportionate.

Dr. Grills noted that the Board can consider an amendment on the floor. Dr. Grills noted that four positions have been added to the School of Music since the policy was last updated. For comparison sake, for the Faculty of Arts, approximately 10% of the faculty would serve on the committee.

Dr. Carrabré commented that music faculty members would welcome the opportunity to serve on the committee and would appreciate the increased representation. Dr. Carrabré agrees with the addition of MGEU representation but notes that it further dilutes the faculty member percentage.

Amendment: Moved and seconded (P. Carrabré/S. Montague)

**THAT the Academic Decanal Search Committee include 5 faculty/professional members elected by and from the Faculty/School/Unit concerned and normally representing a minimum of four departments or areas within that Faculty/School/Unit.**

Dr. Grills stated that he has chaired decanal searches for arts, music, health studies, and student services and noted that he did hear complaints from music because the people who were elected to the committee were struggling with how to represent the various voices of the School. Dr. Grills noted that the School of Health Studies would also benefit from the addition as they would theoretically be able to have two representatives from nursing, two from psychiatric nursing, and one from FNAC. As chair, Dr. Grills felt he would functionally have no difficulty managing the committees.

Ms Janz questioned what would happen if the amendment was not approved.

Dr. Grills stated that the faculties would have to struggle with how to maintain the best representation.

**AMENDMENT CARRIED**

Dr. Grills stated that all of the deans work closely with MGEU staff and these people should be able to participate in the hiring process as their perspective and comments are very valuable and are different from those of the faculty.

**CARRIED**

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

There was no report.

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

Mr. Montague stated that the newest tenant, Forbidden Flavours, should be opening early next week.

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 was no report.

6.11 Senate (D. Brandt/P. Carrabré)

Dr. Brandt stated that Senate approved the establishment of the Afghanistan Mission Memorial Scholarship which was initially approved by the Board of Governors in June.

6.12 Brandon University Alumni Association (R. Lonstrup)

The Chair noted that Fall Homecoming is set for October 23, 24, and 25 and will celebrate the class years of 1939, 1949, 1959, and 1969 as well as the 1950s decade. Various class representatives have expanded the activities significantly and this will be one of the largest homecoming weekends yet.

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

Mr. Montague and Ms Balanko circulated a report to Board members. The following are highlights of said report:

- BUSU participated in the Launch ceremony and were pleased to see the high turnout of first year students. All first year students were called to encourage attendance and the parent orientation also went very well.
- They are working with two fourth year nursing students as part of their Nursing Practice VII project. They will be looking to develop a proposal to expand the availability of health care services on campus. They will look at models across Canada as well as survey data.

- Met with Dean of Students and a representative from Additions Foundation of Manitoba to collaborate on a research project focusing on potential gambling issues.
- Met with a housing developer from BC that is looking to develop additional units in Brandon with the focus on the student market.
- Presentations have been given to various faculty councils to promote the group tutor program that is available for them to utilize. Feedback has been good from both faculty and students.
- The two-week long orientation schedule was successful and feedback has been good. \$1,400 in tuition credits were given away over the course of the two-weeks.
- Rock the Block was very successful and received a lot of press coverage. Over 2,000 people were in attendance making this year the largest Rock the Block yet.
- BUSU presented to the COPSE on September 18<sup>th</sup> and addressed issues such as enrolment, housing, tuition fees, infrastructure needs, deferred maintenance and childcare.
- Participated in New Employee Orientation.
- New extended library hours are in place and students are very pleased.
- Pat Alvestad was the third winner of the President's Excellence Award. Pat recently retired but during her employment, she was very dedicated to the institution and its students.

## **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 – August 2009

9.2 Transactions of \$25,000 or More – August 7, 2009 – September 4, 2009

Items 9.1 and 9.2 were received for information.

## **10.0 ADJOURNMENT**

Motion: Moved and seconded (L. Balanko/J. Biggs)

**BE IT RESOLVED THAT the meeting adjourn (6:49) p.m.**

**CARRIED**

---

Chair, Board of Governors

---

Secretary, Board of Governors